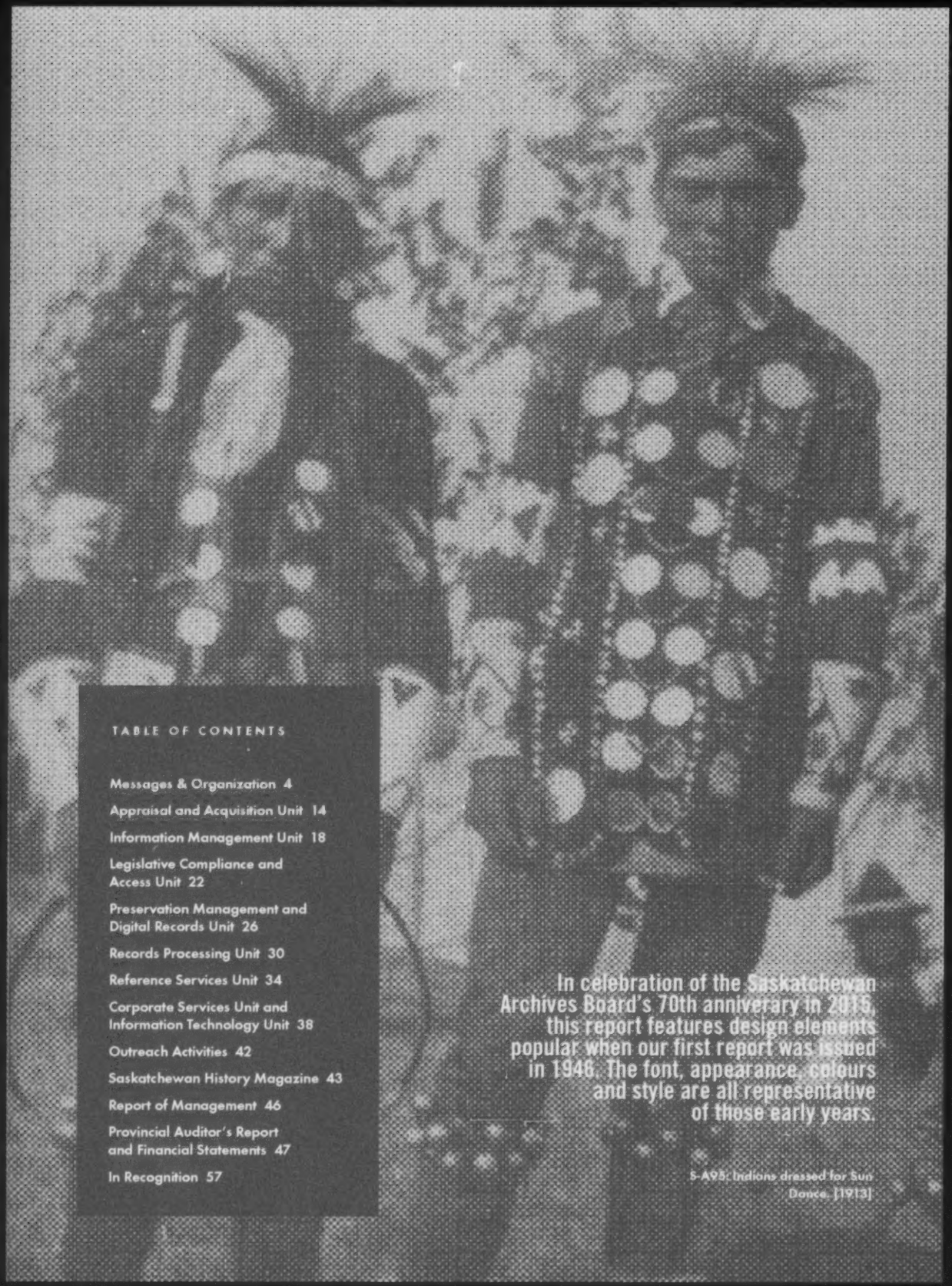
SASKATCHEWAN ARCHIVES

2014-2015 ANNUAL REPORT

SASKATCHEWAN ARCHIVES 70 years



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In celebration of the Saskatchewan Archives Board's 70th anniverary in 2015, this report features design elements popular when our first report was issued in 1946. The font, appearance, colours and style are all representative of those early years.

S-A95: Indians dressed for Sun Dance. [1913]

CELEBRATE WITH US, OUR FIRST 70 YEARS!

"The best of the past for the best in the future."
A.S. Morton

ANNUAL REPORT OF THE
SASKATCHEWAN ARCHIVES BOARD
2014-2015

R-B3131 (1): Construction of Legislative Building - [West Wing from N.W. April 4th, 1910]

LETTERS OF TRANSMITTAL

Her Honour, The Honourable Vaughn Solomon Schofield,
S.O.M., S.V.M.
Lieutenant Governor of Saskatchewan

May it please Your Honour:

I respectfully submit the annual report of the Saskatchewan Archives Board for the period of April 1, 2014 to March 31, 2015.

Respectfully submitted,

Mark Docherty
Minister Responsible for the
Saskatchewan Archives Board

Honourable Mark Docherty
Minister Responsible for the Saskatchewan Archives Board

Dear Minister:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2014 to March 31, 2015.

Respectfully submitted,

Trevor J.D. Powell
Chair, Saskatchewan Archives Board

MESSAGE FROM THE BOARD CHAIR

As I look over the past year's activities, I am struck by the impact of the digital age on the Saskatchewan Archives' mandate and operations. For example, we are working towards a new, updated Act that strengthens the legislative framework for acquiring and preserving information in digital format. Moreover, the Archives' website provides dynamic educational packages for students and teachers – and makes digitized records, like weekly newspapers, accessible around the world. Indeed, for 70 years now, the Archives has continuously evolved to meet the needs and expectations of the general public and government.

Whereas at one time governments, institutions and organizations created official records in paper format, now most information is generated electronically. However, it is important to recognize that digital records are no less-official than paper records. With transparency and litigation very much a part of this modern era, the long-term preservation and accessibility of digital records has become more important than ever before.

As the eventual custodian of official electronic records, not only is the Archives' mandate to acquire them essential, but the environment and capacity necessary to preserve them into the future must exist. The longevity of the electronic record is at risk without steps in place to migrate information. After all, ensuring the accountability of the official record, whether in paper or electronic form, is a long recognized and vital aspect of archival management.

To this end, the Board of Directors, management and staff of the Saskatchewan Archives are committed to working with our government, and others through partnerships, to ensure that the official record of today will be acquired and preserved for use tomorrow.

Respectfully submitted,

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

"The first care of every archivist is that the records committed to his care should be protected as far as possible from traditional enemies. The most implacable of these enemies is fire. The most persistent are dust, mould and vermin. The most innocent-looking are horned-rimmed curio seekers, absent-minded scholars, scissors and paste artists, and unscrupulous autograph hunters."

First Report of the
Saskatchewan Archives,
1945-1946

LETTER FROM THE PROVINCIAL ARCHIVIST

I am pleased to present the Saskatchewan Archives Board's 2014-2015 Annual Report, which celebrates the 70th anniversary of our founding as the Province's archive and highlights our many accomplishments as the keeper of Saskatchewan's documentary heritage.

It has been a year of great activity. We deployed a new online Enquiries Management System, launched an updated records management system for government institutions, and introduced additional "For Young Historians" educational packages on our website, for use by students and teachers.

In partnership with the Provincial Capital Commission, we took part in a special Commemoration Event at the Legislative Building that showcased a selection of our remarkable First World War images. We also held a Remembrance event in November that focused on the first of a four-part video series, "From the Prairies to the Trenches: Saskatchewan and the First World War," showcasing our unique archival sources documenting that experience. At the same event, we announced the first installment of our weekly newspapers available in digital format through the Saskatchewan Historical Newspapers Online project in partnership with Saskatchewan History Online. Through the year we promoted awareness of our Permanent Collection at numerous special events and on our website, and developed a promotional booklet, *Build Better Projects*, that encourages diverse government clients to use our historical resources.

Archivists transferred into archival custody extensive volumes of public records from government offices, filling most of the record-storage space available. Staff also delivered training workshops to government clients; continued to tackle backlogs in record appraisals, acquisitions, description of holdings and access reviews; and participated in heritage and public events throughout the Province. The Board and staff renewed efforts to explore long-term accommodation options for our offices in Saskatoon and in Regina.

Legislation remains key to the successful delivery of our mandate. A new Archives Bill moved successfully through the legislative process and now awaits proclamation. This legislation provides the framework essential for effective service delivery in a digital environment, while also providing a new corporate identity through a name change for the institution.

Institutional challenges remain: we continue to build an infrastructure for digital preservation, and we continue to explore options to increase public reference service hours. Improved records storage environments, an increased ability to be responsive to potential partnership opportunities and an increase in advisory services to government clients to encourage the effective management of public records are all central to the successful delivery of our mandate and services.

However, we remain optimistic that the institution will grow in structure and in the wealth of its treasured holdings as the archive of our Province and its diverse communities.

Celebrate with us, our first 70 years!

Respectfully submitted,

Linda B. McIntyre
Provincial Archivist
Saskatchewan Archives Board

VISION, MISSION, VALUES AND MANDATE

As the custodian of the documentary heritage of the Province, the Archives acquires, preserves and ensures that the historical record is available to researchers now and into the future.

The Archives collects the Province's historical records from government and from individuals, organizations, businesses and associations. As the repository of these records, the Archives is the source for in-person or distance research into family history, government policy and accountability, educational materials, time periods, organizations, land settlement, local history, geographic places, film footage of events, cultural development, human rights, newspapers, and provincial celebrations.

In addition to providing an avenue for the Government of Saskatchewan to fulfill its public trust by preserving and providing access to the official record of the Crown, professional archivists also provide expertise and advice to the Government of Saskatchewan regarding information management, policy standards and the development of accountable record-keeping practices in the public sector.

The Saskatchewan Archives performs its vital role in this Province through its vision, mission, mandate and values.

VISION

- A trusted, respected, accessible and progressive guardian of Saskatchewan's documentary heritage.

MISSION

- To acquire, manage, preserve and make accessible records of significance that reflect the rights and activities of Saskatchewan's people – those of public and private organizations and those of individuals.
- To foster government accountability and transparency by advancing and facilitating responsible records management in the public sector.
- To promote and assist the many uses of the documentary records of Saskatchewan.
- To engage the people of Saskatchewan with their documentary heritage, and to foster an understanding of our collective identity.
- To provide leadership and support for the on-going development of archival work.

CORE VALUES

- Accountability to the people of Saskatchewan and our patrons, past, present and future.
- Innovation, leadership and collaboration.
- Equitable access to public information and respect for individual privacy.
- Integrity, transparency and ethical behavior.
- Professionalism and dedication to service excellence.

MANDATE

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records.
- To be the permanent repository of public and court records.
- To facilitate the management of public and court records.
- To encourage and support archival activities and the archival community.

Mandate legislated through *The Archives Act, 2004*.

"Gradually governments throughout Western civilization have come to realize that archives are themselves one of the 'natural resources' of the whole people, which have to be cared for and preserved for the benefit of future generations as well as for the use of contemporary society."

First Report of the Saskatchewan Archives, 1945-1946

***The Archives Act, 1945* – Assented to March 30, 1945 (From the first annual report of the Saskatchewan Archives)**

Appendix I

1945

CHAPTER 113

An Act respecting the Archives of Saskatchewan.

Assented to March 30, 1945.

HIS MAJESTY, by and with the advice and consent of the Legislative Assembly of Saskatchewan, enacts as follows:

Short title

1. This Act may be cited as *The Archives Act, 1945.*

Interpretation

2. In this Act the expression:

"Department"

1. "Department" means a department of the Government of Saskatchewan and includes the office of any commission, board, bureau or other branch of the public service of Saskatchewan;

"Public documents"

2. "Public document" includes certificates under the Great Seal of the province, legal documents, securities issued by the province under any *Saskatchewan Loans Act*, vouchers, cheques and accounting records and all other documents created in the administration of the public affairs of Saskatchewan.

Preservation of documents

3. All public documents shall be preserved by the department to whose business they belong until their transfer to the archives or the Legislative Library or their destruction is ordered by the Lieutenant Governor in Council pursuant to this Act.

University as custodian

4.—(1) The University of Saskatchewan shall be the custodian of all public documents transferred to the archives pursuant to this Act.

(2) Public documents transferred to the archives shall remain the property of the Crown.

KEEPER OF SASKATCHEWAN'S STORIES: A BRIEF HISTORY

From the personal to the public: the Saskatchewan Archives collects, preserves and provides access to a rich and diverse collection of primary source documents. These documents are examined by researchers from all walks of life to explore and tell the historical stories of the Province and its people.

Letters, diaries, photographs: personal papers shed light on everyday life, often one of the most overlooked, yet socially and culturally significant, areas of history. Personal papers were the first documents collected in our Province by historically-minded citizens, led by heritage pioneers like the Saskatchewan Archives' founder, Arthur Silver Morton.

For decades, governments were also encouraged to preserve and provide access to inactive government papers like memoranda, correspondence and meeting minutes. In fact, as far back as 1897, an ordinance for the Department of Territorial Secretary to keep government archives was passed, although an actual archival repository did not materialize. Later, during the Great War, an archives branch of the Legislative Library was funded; however, it did not acquire public records.

Eventually, through the *Preservation of Documents Act, 1920*, the retention and disposal of inactive public records was legislated, allowing for legal disposal of records through Order in Council. However, in the following years, despite dozens of orders issued, only two records were transferred to the archives. It was clear to Morton that an official archival repository was needed to ensure valuable records were preserved for future generations, and his lobbying efforts continued.

PIONEER RECORDS KEEPER

Since his 1914 arrival to Saskatchewan, historian Morton had extolled the need for government and citizens to collect and preserve documents. Supported by the Canadian Historical Association and the University of Saskatchewan, Morton proposed in 1937 that the provincial government establish an official repository and appoint an archivist. Later that year, the Historical Public Record Office was established with Morton appointed as Keeper of the Public Record.

In the mid-1940s, Morton called for legislation and secure financial support for the archives, which was approved by the newly elected Co-operative Commonwealth Federation (CCF) government. Sadly, Morton did not live to witness the original *Archives Act, 1945*, come into law. The Act that he had long championed created an arms-length board that represented stakeholders already engaged in documenting Saskatchewan's heritage.

THE ARCHIVES ACT, 1945: AN EXPANDED MANDATE

While the Historical Public Record Office was limited to acquiring public records, the new Saskatchewan Archives Board had a much broader mandate:

- to include all forms of records from both public and private sources.
- to allow provincial archivists to examine all public and private records.
- to appraise and select those records of historical value for preservation in the archives.
- to establish a system of accountability for information created and maintained by government that mandated all public records be scheduled, with all records schedules approved by committees comprised of acknowledged officials and elected representatives.

In the decades following *The Archives Act, 1945*, the Saskatchewan Archives continued to grow its collection. In 1948, it began acquiring, preserving, and making accessible hundreds of thousands of photographs pertaining to the Province's history, some from as far back as the 1870s. The same year, the Archives established an award-winning historical journal, *Saskatchewan History*, still published today, with renowned educator Hilda Neatby as its first editor.

Multi-year initiatives to microfilm Saskatchewan homestead files and the newspaper collection made these records more accessible than ever before, while preserving the original documents for future generations.

The Archives' collection expanded into multimedia, building impressive sound and moving image collections. Initiatives to collect oral histories of First Nations and Métis people, in addition to farmers, soldiers, trappers, activists, politicians and others, were undertaken and resulted in making available valuable resources to generations of researchers. The Archives' large sound and moving image collection includes the proceedings of the Saskatchewan Legislature since 1974, along with thousands of television news items produced by several local Saskatoon and Regina stations between 1954 and the present.

Throughout the decades, the Archives continued to grow its reputation for reaching out to the community it serves: the people of the Province, who have come to rely on the Archives for expert assistance to celebrate major milestones. History was on everyone's mind during the Province's 1955 Golden Jubilee, and 75th anniversary celebrations in 1980, and Centennial in 2005: researchers converged on the Archives to explore and understand the diverse history of our Province, our peoples and our stories.

MODERNIZATION TO BETTER SERVE THE PUBLIC

By the 1990s, transformative changes were taking place:

- usage of new technologies exploded in the workplace, creating far more records than in the past
- access and privacy legislation was passed requiring detailed knowledge of the location and content of the records in archival custody
- the Archives' client base expanded, reflecting increased awareness of the collection
- new approaches to information and records management were under way in both public and private sectors.

The Saskatchewan Archives also transformed to keep pace with the new workplace. In 2004, a revised *Archives Act* was passed, updating the legislative framework and ensuring Saskatchewan's legislation is in line with that of other Canadian provinces. Modernization is once again underway with the anticipation of proclamation for new Archives' legislation.

The Saskatchewan Archives continues to provide extraordinary access to millions of primary source records from offices in both Regina and Saskatoon. In addition to its vital documents, including maps, land records, and homestead records, the collection includes fascinating oral history accounts from indigenous people, sound recordings and moving images reflecting the social, cultural and economic expanses of the many communities of our Province.

Digitizing archival records has been a massive long-term project: initiated in 2007, it continues as resources allow. In 2012, the Saskatchewan Archives launched an expanded website with a powerful database, Threshold, capable of providing access to literally tens of thousands of the collection's archival descriptions and images to researchers around the world. Information and services available on the website continued to grow in 2014-2015.

As Saskatchewan moves forward to embrace the economic, social and environmental diversity of the Province, the Saskatchewan Archives strives through its professional staff to meet the needs of modern government and the people it serves.

ORGANIZATIONAL STRUCTURE AND REPORTING RELATIONSHIP

Effective June 5, 2014, the Saskatchewan Archives Board reports through the Provincial Capital Commission to the Minister Responsible for the Saskatchewan Archives Board, the Honourable Mark Docherty.

To conduct its operations, the Saskatchewan Archives receives an annual grant from the Province and additional funding through external partnership agreements and fees for services.

Under the terms of *The Archives Act, 2004*, a Board of Directors oversees the work of the Provincial Archivist, ratifies fiscal and management decisions, represents the institution to government and to the community, and preserves the autonomy and integrity of the institution and its Permanent Collection.

THE SASKATCHEWAN ARCHIVES BOARD TODAY

- Trevor J.D. Powell (Chair)
- Paul Crozier (Vice Chair)
- Dr. Thomas Bredohl (Member)
- Lin Gallagher (Member)
- Dr. Angela Kalinowski (Member)
- Provincial Archivist (Linda McIntyre) serves as Secretary to the Board

MEMBERS WHO LEFT THE BOARD IN 2014-2015

The Saskatchewan Archives Board and its staff extend thanks to the following former Board members for their many contributions.

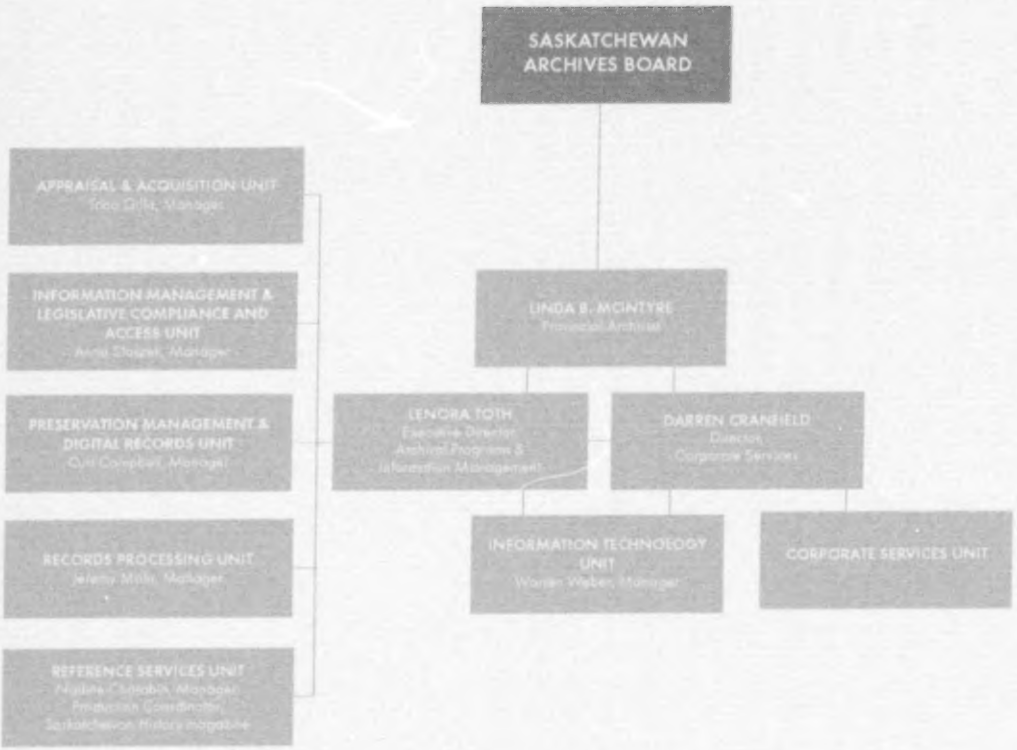
- Fredrick D. (Rick) Mantey (Vice Chair)
- Ron Dedman (Member)
- Laura Hanowski (Member)
- Dr. Catherine Littlejohn (Member)
- Maureen Miller (Member)

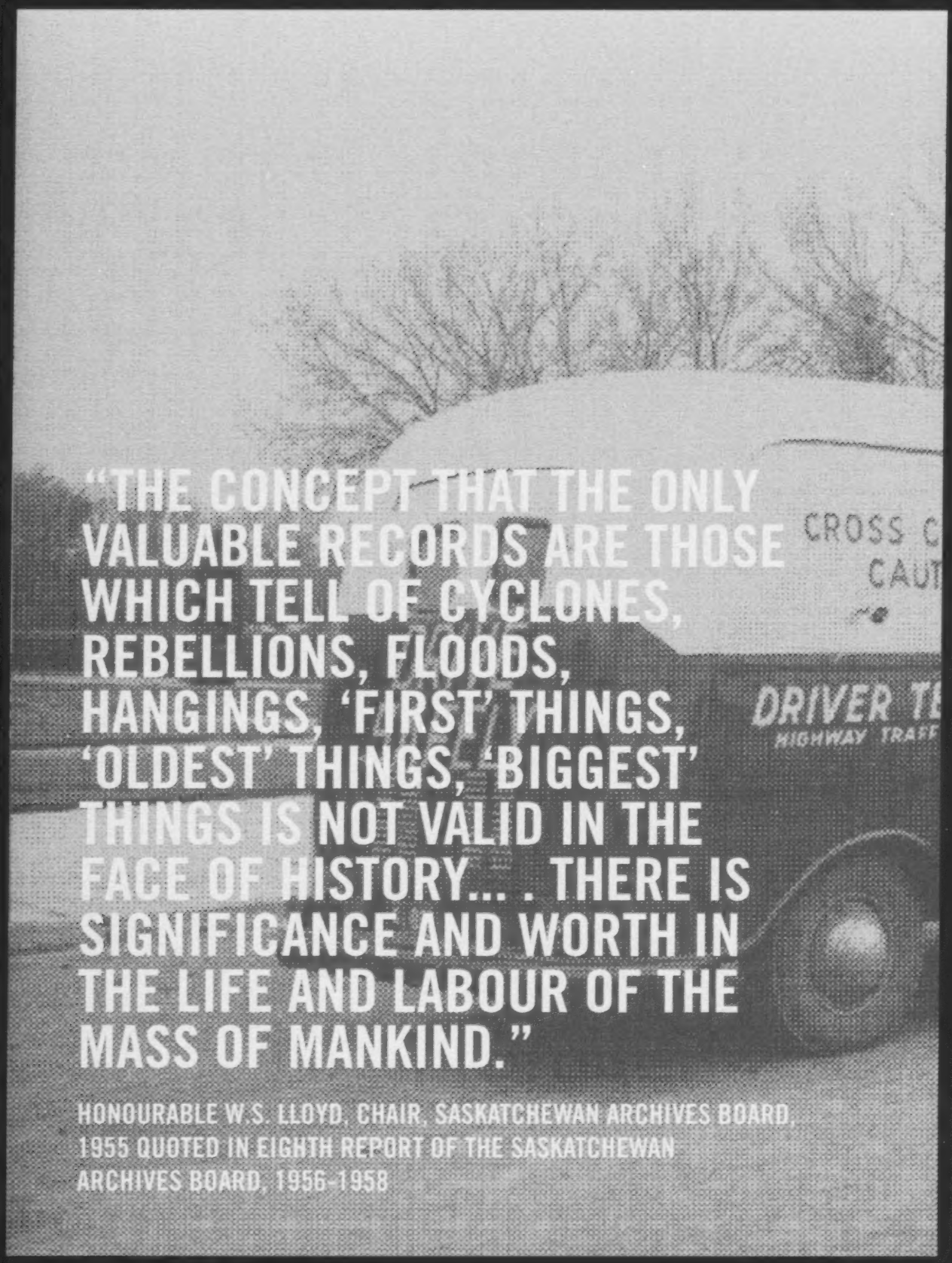
STAFF OF THE SASKATCHEWAN ARCHIVES

The Board and the Provincial Archivist recognize all staff of the Saskatchewan Archives for their dedication to the work undertaken and achievements reached in 2014-2015.

Neal Adolph
Tim Alberts
Shaun Amos
Curt Campbell
Debby Castle
Nadine Charabin
Christine Charmbury
Clayton Chibi
Donna Chibi
Anita Chrisp
Darren Cranfield
Liam Currie
Bonnie Dahl
Dan Davies
Amanda Don
Jaimie Fedorak
Laurie Fisher
Angela Fornelli
Marielle Gaudet
Trina Gillis
Becky Hahn
Catherine Holmes
Miriam Hopkins
Donald Johnson
David Korchinski
Joe LeClair
Krista Liggett
Stephanie Lolacher
Lisa Long
Susan Longeau
Marcella Loucks
Nina MacKenzie
Brayden Materi
Taras Matkovsky
Linda McIntyre
Beth McLean
Madeleine McLuhan-Myers
Jeremy Mohr
Jim Mountstephen
Tim Novak
Bailey Pedersen
Robert Phillipson
Pam Piller
Cory Rainville
Teresa Redlick
Paula Rein
Stephen Roth
Cari Schwartz
Trevor Soltys
Shannon Stoffel
Anna Stoszek
Lise Thring
Lenora Toth
Warren Weber

ORGANIZATIONAL CHART





"THE CONCEPT THAT THE ONLY VALUABLE RECORDS ARE THOSE WHICH TELL OF CYCLONES, REBELLIONS, FLOODS, HANGINGS, 'FIRST' THINGS, 'OLDEST' THINGS, 'BIGGEST' THINGS IS NOT VALID IN THE FACE OF HISTORY... . THERE IS SIGNIFICANCE AND WORTH IN THE LIFE AND LABOUR OF THE MASS OF MANKIND."

HONOURABLE W.S. LLOYD, CHAIR, SASKATCHEWAN ARCHIVES BOARD, 1955 QUOTED IN EIGHTH REPORT OF THE SASKATCHEWAN ARCHIVES BOARD, 1956-1958

R-PS54-030-04. Driver Test Van (1954)

APPRAISAL AND ACQUISITION UNIT

The Appraisal and Acquisition Unit is responsible for appraising and acquiring all records of ongoing provincial historical significance, public and private. Fulfilling this function involves appraising records, coordinating records transfers, and negotiating and maintaining agreements with donors. Appraisal archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention period according to an approved records schedule. Records of historical significance are transferred to the Saskatchewan Archives; all other records are authorized for physical destruction. This process, conducted in co-operation with the Information Management Unit, allows the Archives to acquire material vital to the history of the Province and provides government institutions with the necessary written authority to destroy records in compliance with provincial legislation. Appraisal archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, and more to ensure a comprehensive story of the Province through the years.

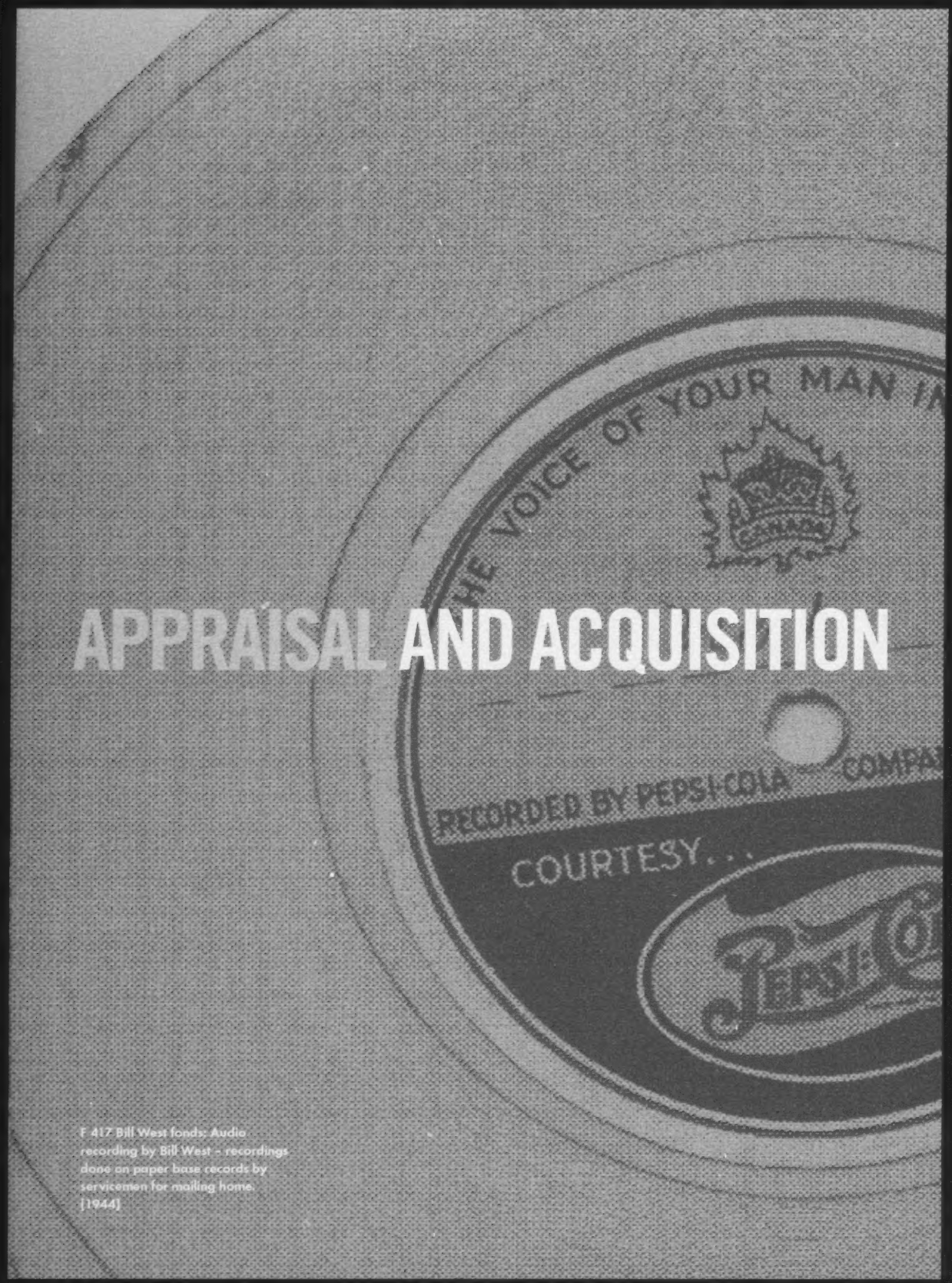
KEY ACCOMPLISHMENTS 2014–2015

- Updated, expanded, and compiled into one document accessioning policy and procedures. These policies and procedures enable the legal, physical, and intellectual control of all records entering the Saskatchewan Archives' Permanent Collection, and ensure that all records are documented and managed in a consistent, accountable manner.
- A template and guidelines for schedule appraisal were developed and implemented to provide the elements of the Saskatchewan Archives' appraisal focus and the methodological steps that are utilized to make appraisal decisions within the context of schedule appraisal at the Saskatchewan Archives. Using this methodological approach, work continued on the appraisal of current records included in Operational Records Systems. This approach enables records to be appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record and ensures that the most relevant and historically valuable records are acquired by the Archives.
- Appraisal was completed on three operational schedules, with two more in the final review stage. As well, appraisal of the Administrative Records Management System (ARMS2014) is in the final stages.
- Developed and implemented disposal notification forms to simplify and expedite the disposal process.
- Collaborated with the Cabinet Secretariat to initiate agreements with Cabinet Ministers (former and current) to ensure that the vehicles for transfer are in place when historical records are ready for transfer to the Archives' Permanent Collection.
- Collaborated with the Digital Records Program to continue development of an appraisal toolkit to ensure that all relevant information regarding digital records is properly gathered and recorded.

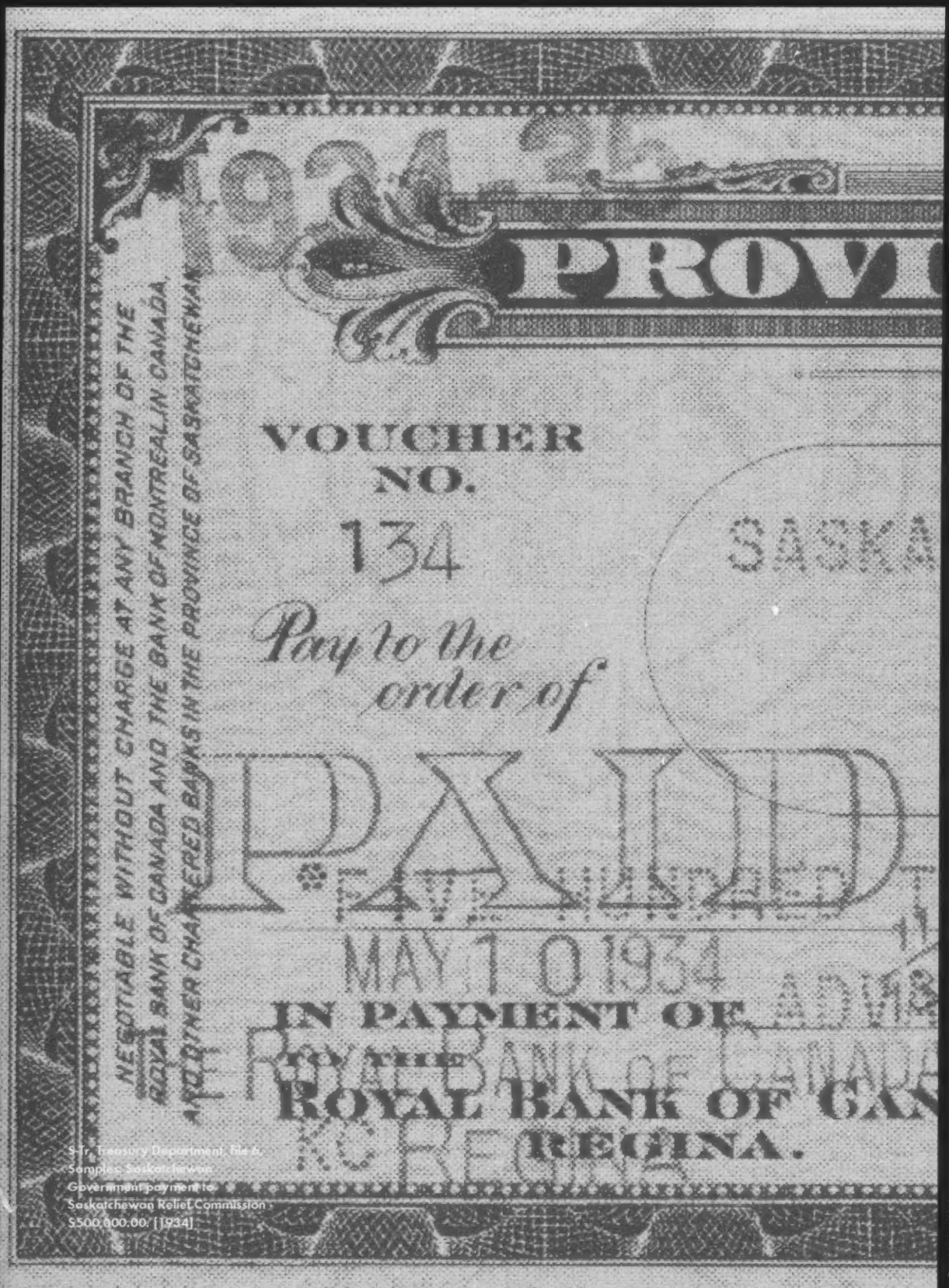
APPRAISAL AND ACQUISITION STATISTICS 2014-2015

NUMBER OF DISPOSAL REQUESTS RECEIVED	1,189
VOLUME OF PUBLIC (GOVERNMENT) RECORDS REVIEWED FOR DISPOSAL	3,085 METRES
VOLUME OF PUBLIC (GOVERNMENT) RECORDS AUTHORIZED FOR DISPOSAL	2,554 METRES
VOLUME OF PUBLIC (GOVERNMENT) RECORDS TRANSFERRED FOR PERMANENT PRESERVATION (APPRAISED IN CURRENT AND PREVIOUS YEARS)	321 METRES
VOLUME OF PRIVATE RECORDS TRANSFERRED FOR PERMANENT PRESERVATION	89 METRES
NUMBER OF CONTACTS WITH PRIVATE DONORS	199

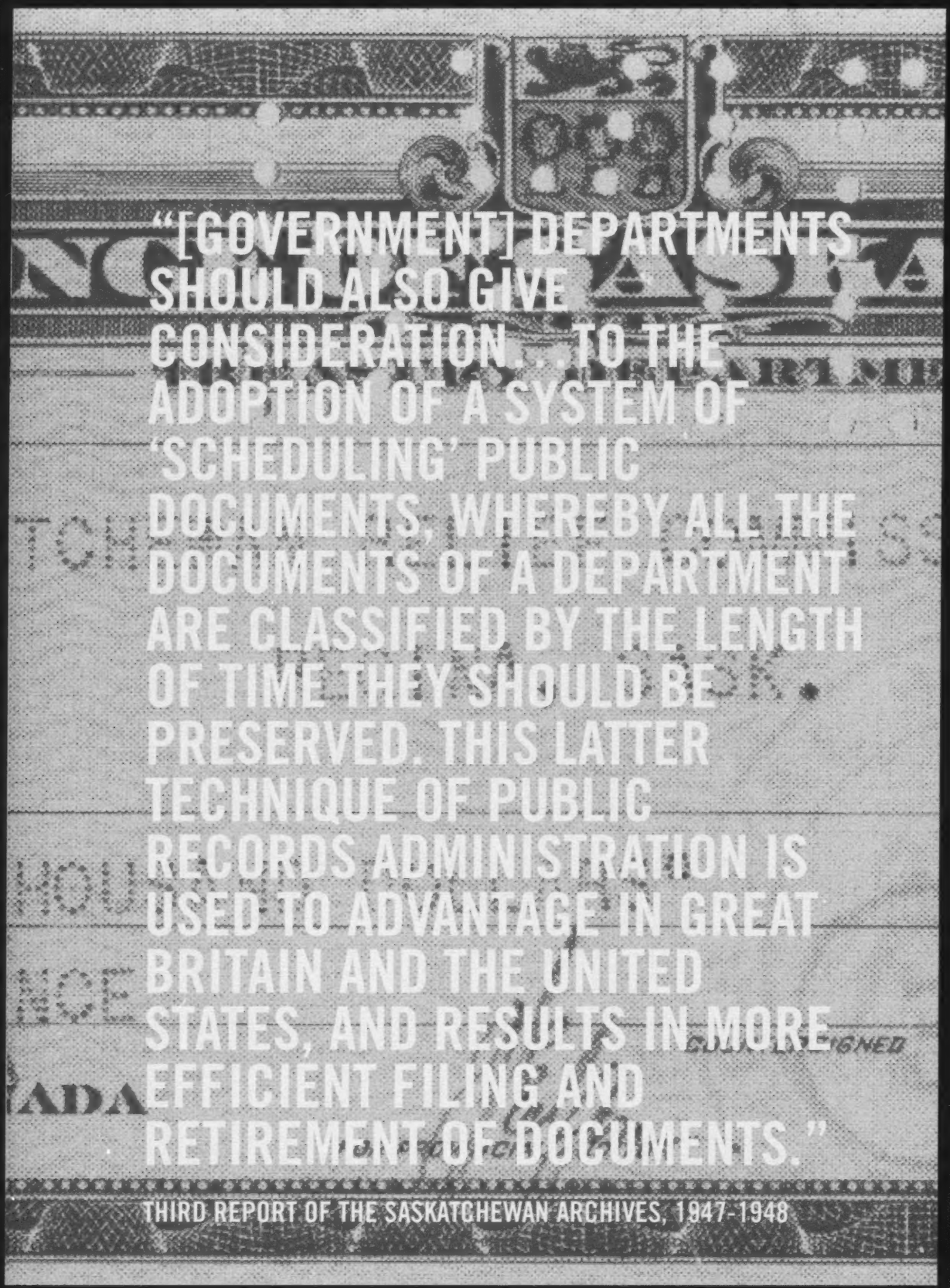
APPRAISAL AND ACQUISITION



F 417 Bill West fonds: Audio recording by Bill West – recordings done on paper base records by servicemen for mailing home. [1944]



Sask. Treasury Department. file 6: Samples Saskatchewan Government payment to Saskatchewan Relief Commission : $500,000.00. [1934]



"[GOVERNMENT] DEPARTMENTS SHOULD ALSO GIVE CONSIDERATION . . . TO THE ADOPTION OF A SYSTEM OF 'SCHEDULING' PUBLIC DOCUMENTS, WHEREBY ALL THE DOCUMENTS OF A DEPARTMENT ARE CLASSIFIED BY THE LENGTH OF TIME THEY SHOULD BE PRESERVED. THIS LATTER TECHNIQUE OF PUBLIC RECORDS ADMINISTRATION IS USED TO ADVANTAGE IN GREAT BRITAIN AND THE UNITED STATES, AND RESULTS IN MORE EFFICIENT FILING AND RETIREMENT OF DOCUMENTS."

THIRD REPORT OF THE SASKATCHEWAN ARCHIVES, 1947-1948

INFORMATION MANAGEMENT UNIT

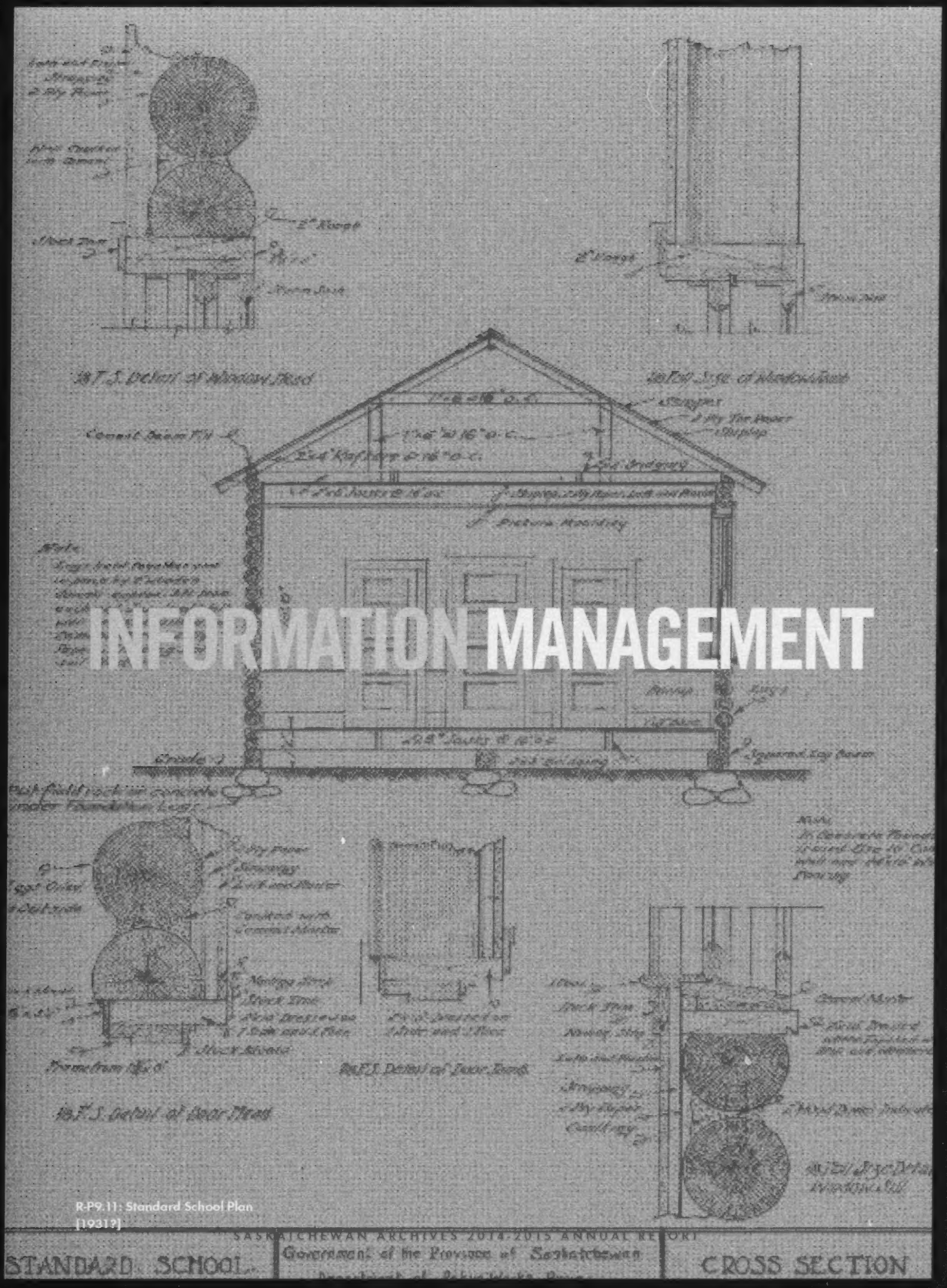
The Information Management Unit (IM) provides a wide range of records management services that enable government institutions to manage records efficiently and meet their responsibilities as determined through *The Archives Act, 2004* and other applicable legislation. IM develops and maintains government-wide policies, procedures and best practices that ensure accountability and compliance with *The Archives Act, 2004* and the privacy frameworks for Executive Government and Crown Corporations. IM provides records management expertise to government and non-government clients on a variety of information management issues. IM is also responsible for maintaining ARMS2014, a standard classification system and retention schedule applicable to government institutions.

IM ALSO:

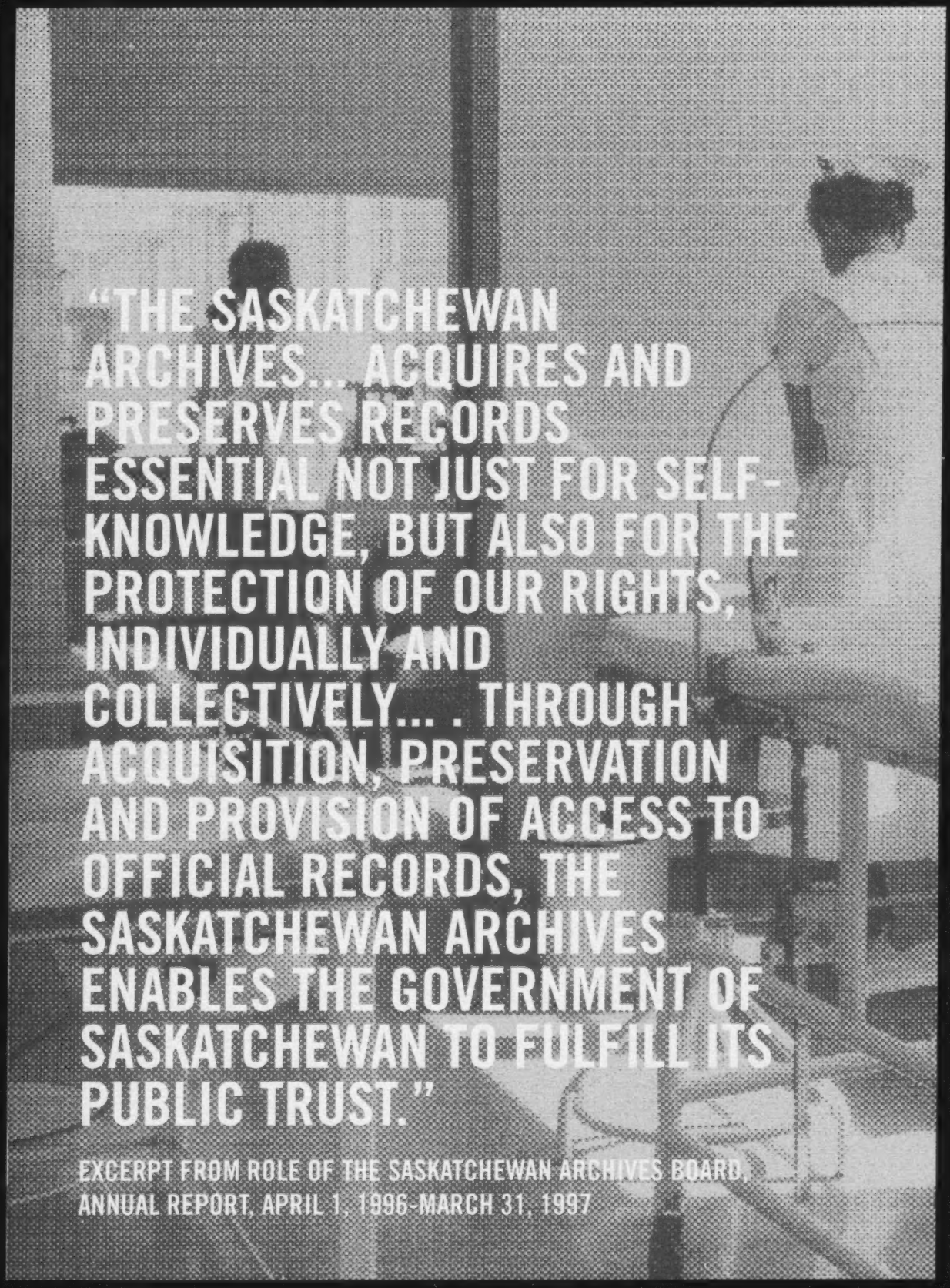
- assists in the development and review of records retention schedules;
- facilitates the disposal of government records;
- provides records management training;
- reviews and advises on institution-specific policy;
- recommends records classification and retention schedules to the Public Records Committee (PRC) for review and approval.

KEY ACCOMPLISHMENTS 2014–2015

- The completely revised and updated ARMS2014 in a new, user-friendly format was approved by the PRC in September 2014 for use in managing the classification and retention of government administrative records.
- Delivered 10 government-wide training sessions related to ARMS2014 and basic records management, and two sessions on Operational Records Systems (ORS) development to a total of 230 attendees.
- The following government-wide records management policies and procedures were developed or updated:
  - Basic Records Management Practices for Saskatchewan Government
  - Accreditation Guidelines and Checklist
  - Guidelines for the Management of Transitory Records
  - Saskatchewan Records Management Policy
  - Imaged Source Records Disposal Guidelines
  - Guidelines for Transferring Custody of Records
- Completed development of a basic records management online training module in partnership with the Public Service Commission as part of LEARN, Enterprise Learning Management System. The module has been updated to incorporate ARMS2014.
- Continued to provide advisory services for records classification and retention schedule development to assist government clients in meeting the records management compliance deadline of February 2016. Two PRC meetings were held, resulting in the approval of five operational records classification and retention schedules in the new format for Innovation Place, Elections Saskatchewan, Saskatchewan Municipal Board and Saskatchewan Research Council as well as one schedule in the old format for the Ministry of Labour Relations and Workplace Safety, Occupational Health and Safety Branch.
- Delivered presentations to the Access and Privacy Forum and to executives from the Ministry of Education regarding records management compliance requirements.
- In total, the Unit received 1,189 disposal requests and completed compliance reviews of approximately 889 requests to ensure that schedule requirements have been met and to provide a documented accountability framework.
- Continued to provide advice on a wide range of records management issues to government and other clients. Archivists received and answered approximately 385 e-mails and telephone inquiries from clients and attended 82 meetings with clients. In addition, staff replied to 130 enquiries received via the information management inquiry line and 240 e-mails sent through the record help e-mail.



R-P9.11: Standard School Plan [1931?]



"THE SASKATCHEWAN ARCHIVES... ACQUIRES AND PRESERVES RECORDS ESSENTIAL NOT JUST FOR SELF-KNOWLEDGE, BUT ALSO FOR THE PROTECTION OF OUR RIGHTS, INDIVIDUALLY AND COLLECTIVELY... . THROUGH ACQUISITION, PRESERVATION AND PROVISION OF ACCESS TO OFFICIAL RECORDS, THE SASKATCHEWAN ARCHIVES ENABLES THE GOVERNMENT OF SASKATCHEWAN TO FULFILL ITS PUBLIC TRUST."

EXCERPT FROM ROLE OF THE SASKATCHEWAN ARCHIVES BOARD, ANNUAL REPORT, APRIL 1, 1996-MARCH 31, 1997

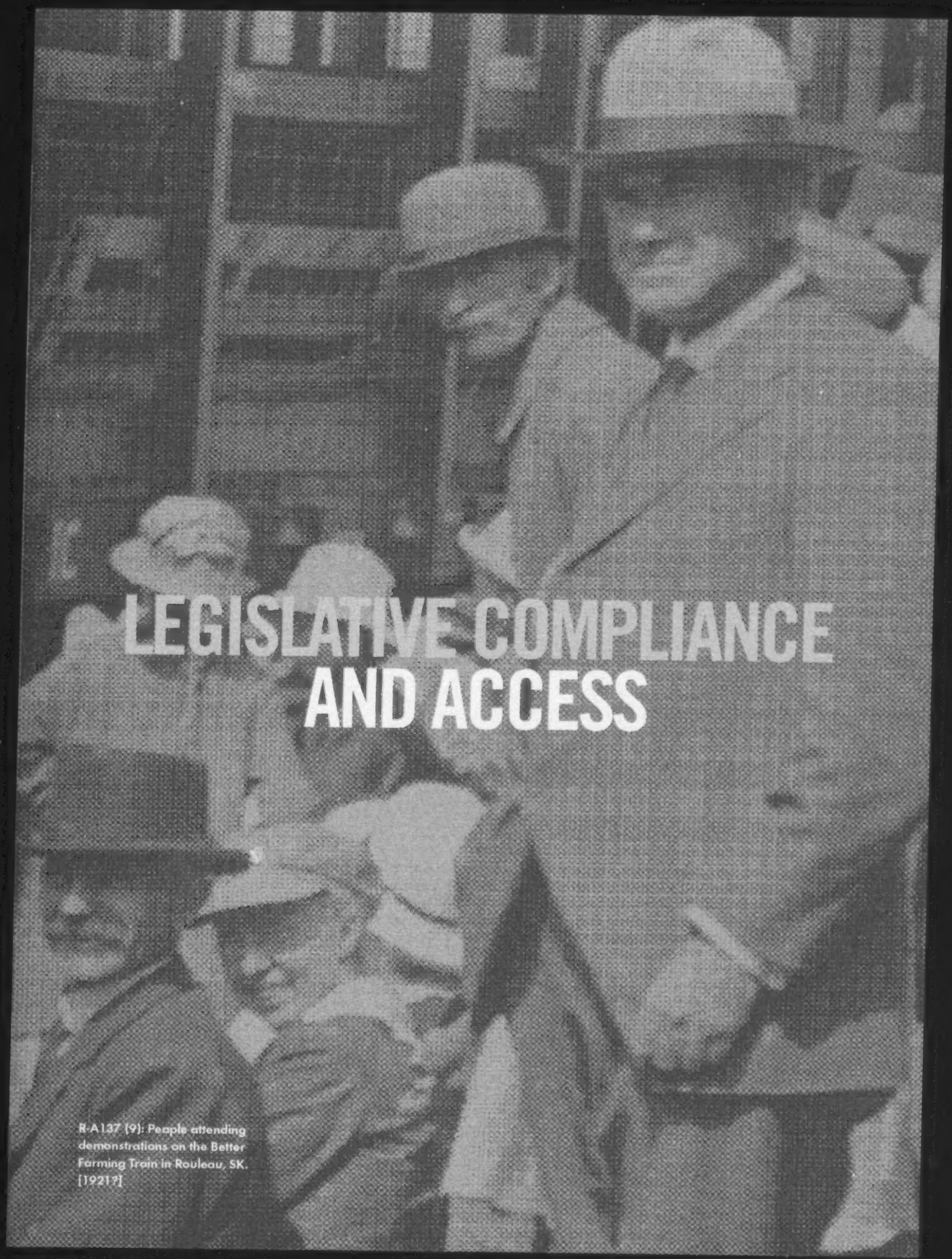
R-A13071: Weyburn Hospital examining room adjoining nurses station in the new T.B. wing. [June 1956]

LEGISLATIVE COMPLIANCE AND ACCESS UNIT

As a government institution, the Saskatchewan Archives Board is bound by *The Freedom of Information and Protection of Privacy Act (FOIPP)*, *The Health Information Protection Act (HIPA)* and other relevant legislation pertaining to access and privacy. The Archives works to balance the public's right to access against an individual's right to privacy and Legislative Compliance and Access (LCA) staff assists the Archives in meeting that challenge. LCA staff work to facilitate researcher access to the Saskatchewan Archives' Permanent Collection by reviewing and processing researchers' requests to access restricted materials in the Permanent Collection. Before researchers are granted access, records are reviewed for personal information and personal health information as defined in *FOIPP* and *HIPA*. If personal information is found, it must be severed prior to access or, in certain instances, a non-disclosure agreement may be negotiated. LCA is responsible for institution-wide compliance with all applicable access and privacy legislation and often provides advice to other units at the Archives. If records with potential privacy and access concerns are identified, LCA staff is contacted and asked to conduct an in-house review of the material.

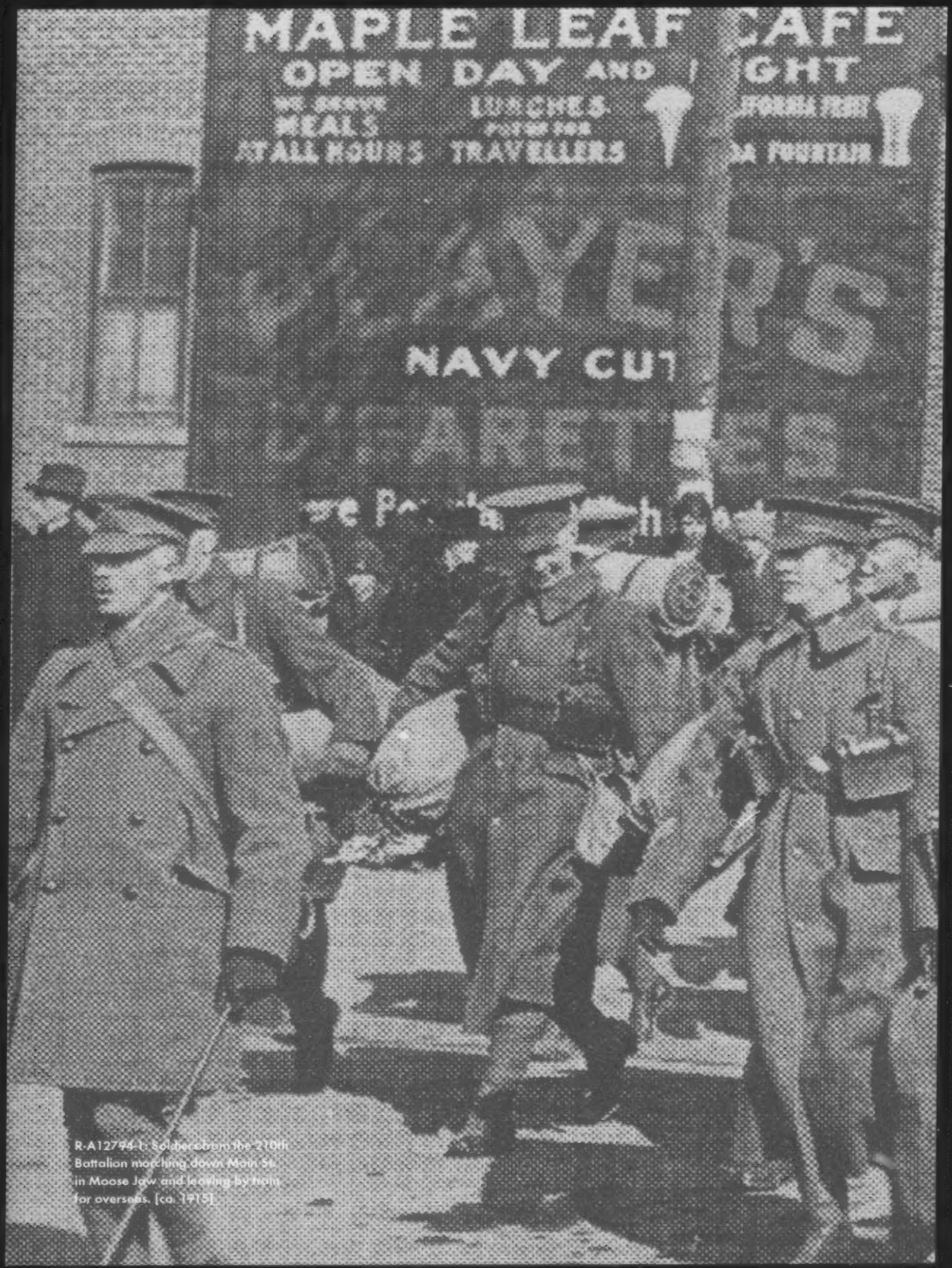
KEY ACCOMPLISHMENTS 2014–2015

- Processed 100 researcher access requests and reviewed approximately 32 meters of archival textual material.
- Completed a data entry project in partnership with the University of Saskatchewan for the development of a depersonalized database for eight patient ledgers of the former Saskatchewan Provincial Hospital in North Battleford.
- Completed review of over 1,700 guides and finding aids to ensure compliance with access restrictions governed by legislation.
- Pursued an amendment to *The Archives Act, 2004*, expanding the application of non-disclosure agreements for certain personal health information in records of non-health trustees enabling improved response to access requests from researchers.
- Continued to provide advisory services to other units of the Archives on issues concerning access and privacy restrictions.
- Launched a data entry project for the development of a Collection Control Database that will enhance the management of restricted records in the Permanent Collection.

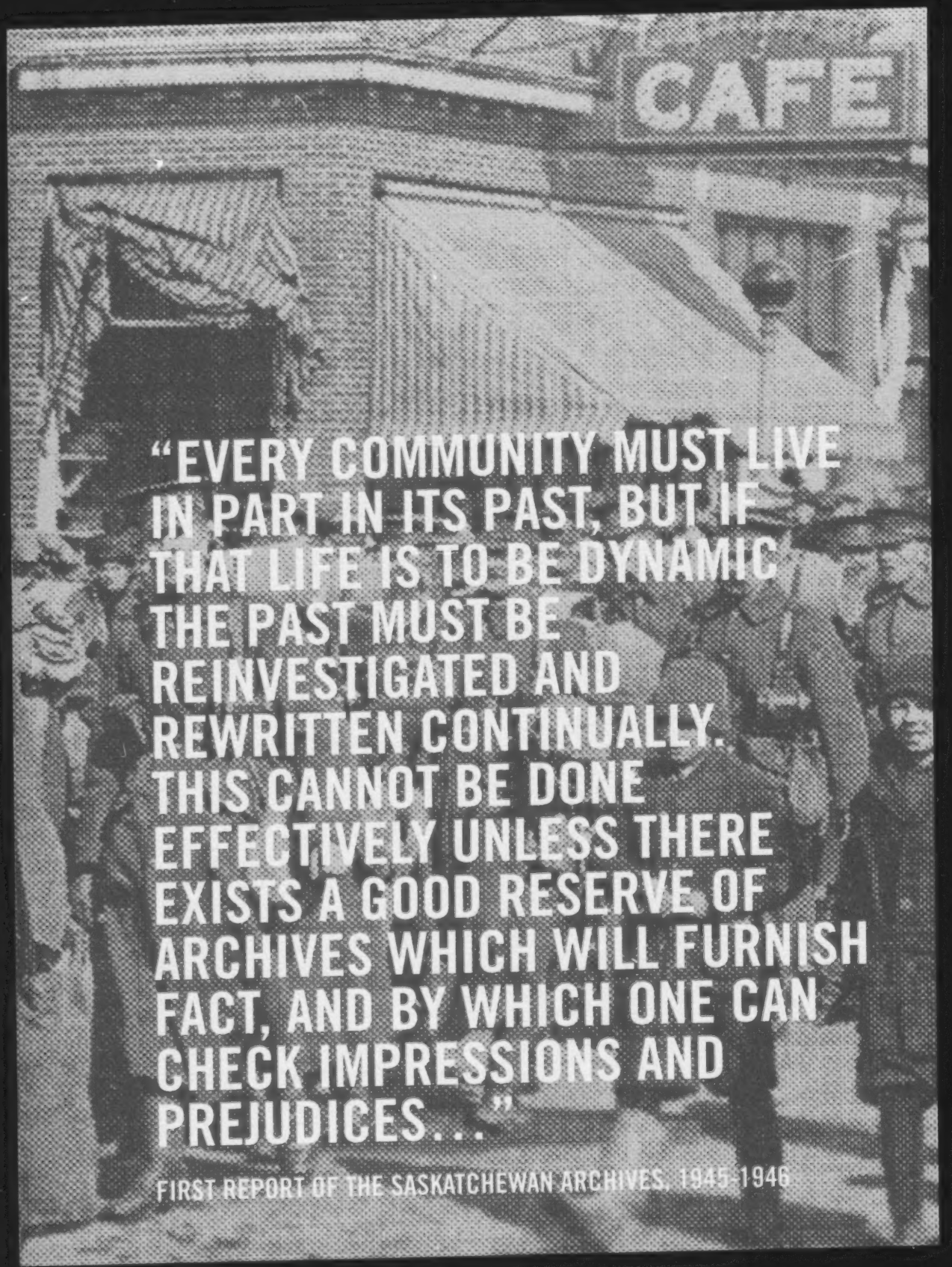


LEGISLATIVE COMPLIANCE AND ACCESS

R-A137 (9): People attending demonstrations on the Better Farming Train in Rouleau, SK. [1921?]



R-A12794-1: Soldiers from the 210th Battalion marching down Main St. in Moose Jaw and leaving by train for overseas. [ca. 1915]


CAFE
"EVERY COMMUNITY MUST LIVE IN PART IN ITS PAST, BUT IF THAT LIFE IS TO BE DYNAMIC THE PAST MUST BE REINVESTIGATED AND REWRITTEN CONTINUALLY. THIS CANNOT BE DONE EFFECTIVELY UNLESS THERE EXISTS A GOOD RESERVE OF ARCHIVES WHICH WILL FURNISH FACT, AND BY WHICH ONE CAN CHECK IMPRESSIONS AND PREJUDICES..."
FIRST REPORT OF THE SASKATCHEWAN ARCHIVES, 1945-1946

PRESERVATION MANAGEMENT AND DIGITAL RECORDS UNIT

The mandate of the Preservation Management Unit is to safeguard the records entrusted to the care of the Saskatchewan Archives. This includes but is not limited to:

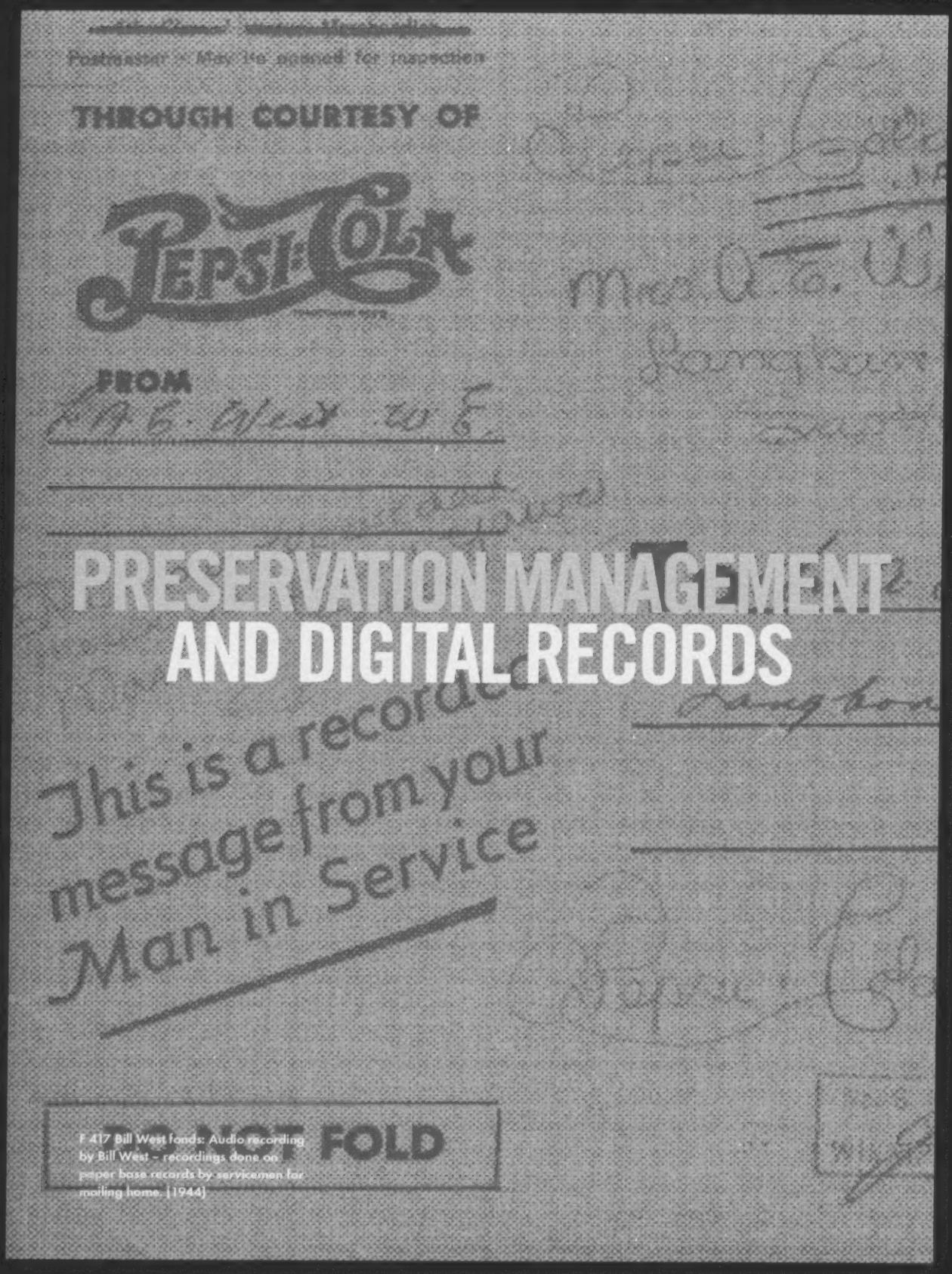
- monitoring and reacting to environmental conditions such as ultraviolet light, temperature and humidity;
- improving the less-than-ideal storage environments that the Archives has to work with;
- focusing efforts to preserve those parts of the Permanent Collection that are most at risk;
- coordinating and managing the Archives' disaster response and recovery plans.

DIGITAL RECORDS PROGRAM

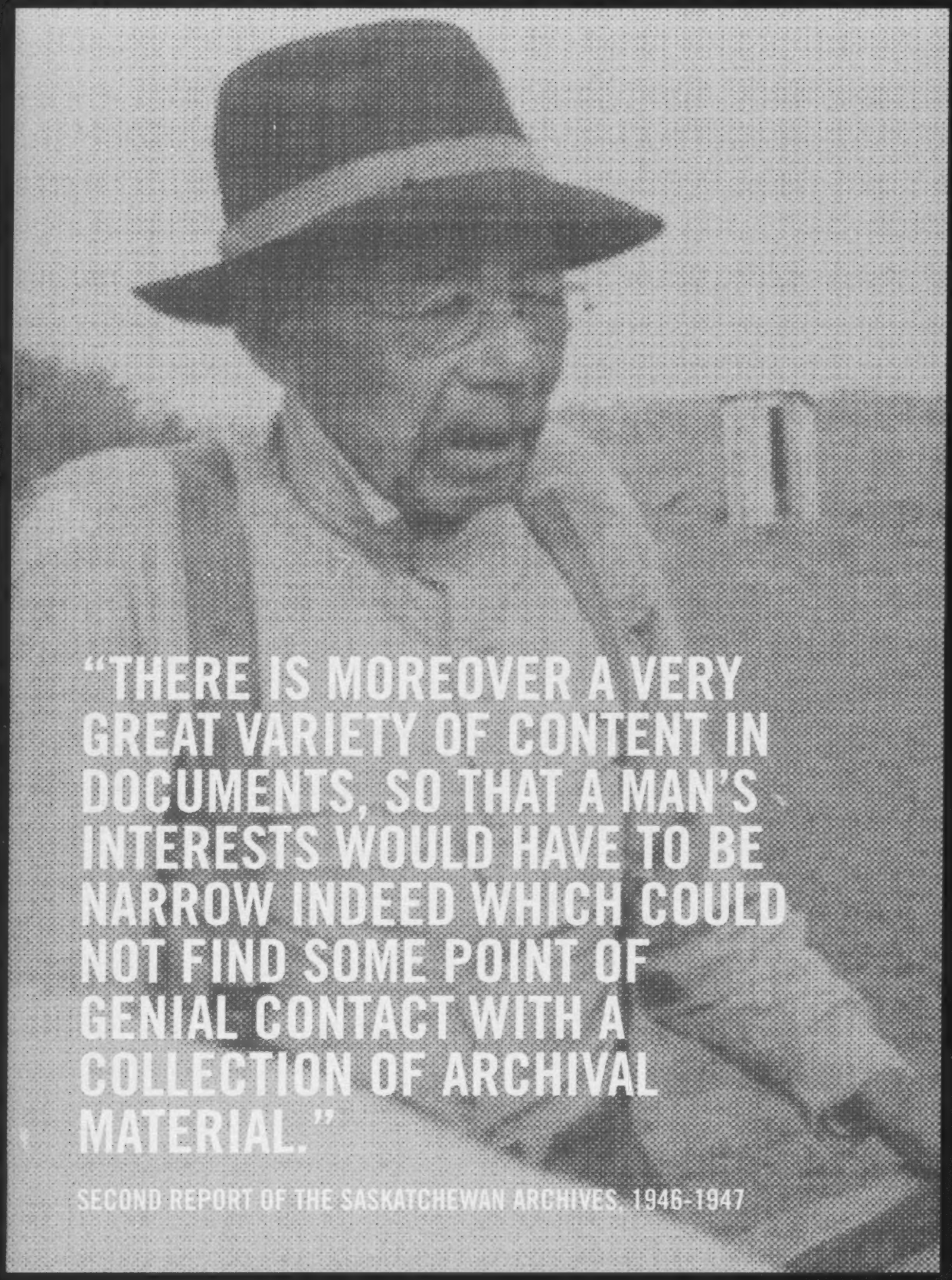
In this digital age, it is essential that the Archives acquires, preserves and provides access to the electronic records that comprise the memory of our Province's people and institutions. Notable progress continues in the delivery of the mandate and strategy of the Digital Records Program while the securing of additional resources remains key to effectively engaging the ever-growing challenges of digital preservation.

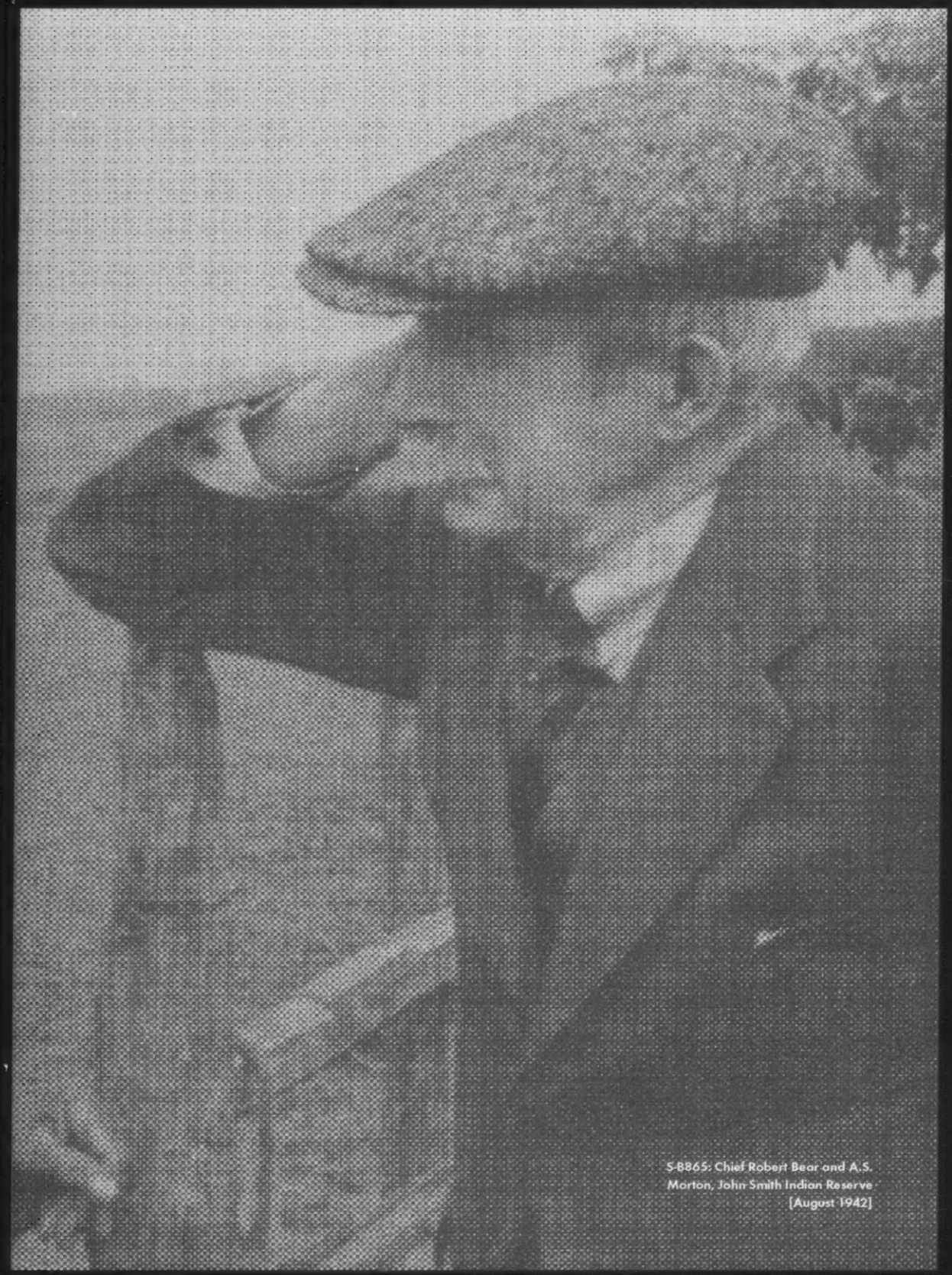
KEY ACCOMPLISHMENTS 2014–2015

- Continued the ongoing process of utilizing molecular sieves to slow the degradation of our film collection.
- In partnership with the Legislative Assembly Service, conducted a large-scale project that saw the digital transfer of over 5,000 audio/video recordings of the proceedings of the Legislative Assembly. Many of these new high-density digital renditions will become the archival master for those records whose media are most at risk.
- In partnership with the Genealogical Society of Utah, achieved the digitization of over 650,000 pages from our civil court and homestead collections.
- In partnership with Saskatchewan History Online (SHO) and the University of Saskatchewan, digitized approximately 400,000 pages of microfilmed weekly newspapers from 1914 - 1918.
- In partnership with the University of Saskatchewan, designed and launched a new website, Saskatchewan Historic Newspapers Online, which will ultimately provide access to 130 years of weekly newspapers from communities across Saskatchewan. The launch of the website in 2014-2015 featured newspapers from the first years of the First World War.
- Created a 10-minute video installation at the Legislative Building commemorating the outbreak of the First World War. Also available to viewers worldwide via YouTube, this video is the first of a four-part series in development for screening at the Legislative Building.
- In collaboration with the Information Technology Unit, formulated a proposal to vastly increase the digital storage capacity of the Archives.
- Through a Young Canada Works grant, translated select excerpts of digitized French newspapers.
- Continued working towards establishing a Trusted Digital Repository for the Archives.
- Provided advice and assistance to executive government regarding the management and preservation of digital records.



F 417 Bill West fonds: Audio recording by Bill West – recordings done on paper base records by servicemen for mailing home. (1944)


"THERE IS MOREOVER A VERY GREAT VARIETY OF CONTENT IN DOCUMENTS, SO THAT A MAN'S INTERESTS WOULD HAVE TO BE NARROW INDEED WHICH COULD NOT FIND SOME POINT OF GENIAL CONTACT WITH A COLLECTION OF ARCHIVAL MATERIAL."
SECOND REPORT OF THE SASKATCHEWAN ARCHIVES, 1946-1947



S-B865: Chief Robert Bear and A.S. Morton, John Smith Indian Reserve [August 1942]

RECORDS PROCESSING UNIT

The Records Processing Unit manages the arrangement, physical processing, and description of public and private records in all formats in the Permanent Collection. This work includes researching the historical significance and use of records, and writing histories of the record-creators and summaries of the scope and context of the records. This information is compiled in the archival database management system, Threshold, and made available to the public on the Archives' website.

The Unit also creates Saskatchewan Archives Finding Aids (SAFA) for processed records, which assist researchers to understand and access records in the Archives' holdings. These finding aids are available in hard copy to researchers at our Reference Services branches and worldwide via the Archives' website; descriptions are also available on the Saskatchewan Archival Information Network (SAIN) and archivescanada.ca online catalogues.

The Unit is also responsible for coordinating the monetary appraisal of certain private records to issue tax receipts to donors. This includes preparing the records for assessment by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board. In 2014-2015, two fonds were appraised for monetary value, with a combined value of nearly $15,000.

KEY ACCOMPLISHMENTS 2014–2015

- Created 21 new finding aids and revised 20 existing finding aids.
- Received a donation for the digitization of the photographs in the Western Christian College fonds; a donation for the processing of the Regina and District Old Timers' Association fonds; and a Saskatchewan Council of Archives and Archivists institutional grant for the processing and digitization of the Photographic Services Series.
- Revised processing procedures for textual records and began revising procedures for audiovisual, photographic, and electronic records.
- Completed the first stage of the guide review process and began creation of redacted versions for all restricted guides.
- Continued work entering the Regina manual main card catalogue into Threshold with 3,358 entries made in 2014-2015.

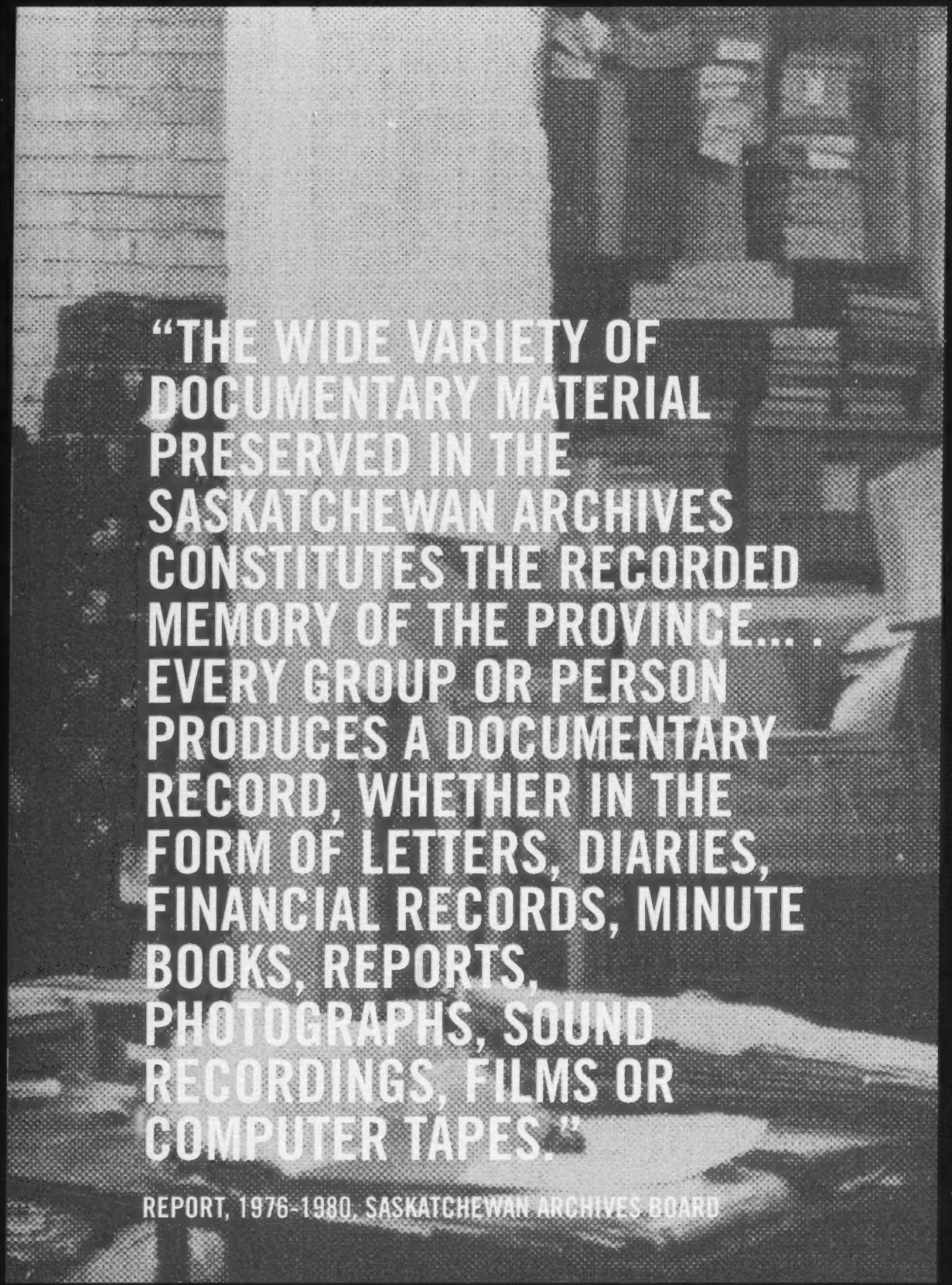
RECORDS PROCESSING STATISTICS 2014-2015

RECORDS ARRANGED AND DESCRIBED	PAPER/TAPE/FILM	DIGITAL
TEXTUAL RECORDS	114.4 METRES	
PHOTOGRAPHS	10,710 ITEMS	7,391
DOCUMENTARY ART	6 ITEMS	
ARCHITECTURAL AND TECHNICAL DRAWINGS	330 ITEMS	
MOVING IMAGES	1,843 ITEMS	87 ITEMS
SOUND RECORDINGS	48 ITEMS	11 ITEMS

RECORDS PROCESSING

R-PS54-173-07: North Battleford marching band. [1954]

R-A45 (1): L.H. Thomas, Provincial Archivist, in the vault in the Saskatchewan Legislative Building. [1947]


"THE WIDE VARIETY OF DOCUMENTARY MATERIAL PRESERVED IN THE SASKATCHEWAN ARCHIVES CONSTITUTES THE RECORDED MEMORY OF THE PROVINCE... . EVERY GROUP OR PERSON PRODUCES A DOCUMENTARY RECORD, WHETHER IN THE FORM OF LETTERS, DIARIES, FINANCIAL RECORDS, MINUTE BOOKS, REPORTS, PHOTOGRAPHS, SOUND RECORDINGS, FILMS OR COMPUTER TAPES."
REPORT, 1976-1980, SASKATCHEWAN ARCHIVES BOARD

REFERENCE SERVICES UNIT

The Reference Services Unit promotes awareness of Saskatchewan's heritage through the rich archival resources of the Saskatchewan Archives. The Unit advises in-person researchers who visit our Regina and Saskatoon reading rooms of the availability and extent of archival records, helping to guide their research. It also responds to distance researchers, corresponding through an online enquiry form provided at the Archives' website, electronic and conventional mail, and by telephone. The Unit provides tours and presentations to students and other groups, prepares interpretive exhibits for display throughout the Province, and participates in special public events. These activities foster awareness of the value of archives to the wider community.

KEY ACCOMPLISHMENTS 2014–2015

- Assisted in-person visitors and answered written and telephone enquiries.
- Made available archival documents for research in the Archives' reading rooms and prepared digital and analog reproductions of archival documents for research clients.
- Implemented a new Enquiry Management System (EMS) and Online Payment Service that has improved day-to-day efficiency, reduced enquiry backlogs and client wait-times, and streamlined the collection of statistics.
- Began a partnership exchange with the Saskatoon *StarPhoenix* providing photograph scans for advertising in the newspaper's publications.
- Augmented educational services with the addition of four new "For Young Historians" educational packages available for online learning via the Archives' website.
- Initiated work to develop physical and virtual exhibits to celebrate Saskatchewan Archives' 70th anniversary in 2015.

REFERENCE SERVICES STATISTICS 2014-2015

IN PERSON VISITORS: 1,790
WRITTEN AND PHONE ENQUIRIES: 2,704
CENTURY FAMILY FARM AWARD SEARCHES: 153
RETRIEVALS OF ARCHIVAL MATERIALS: 22,875
DIGITAL REPRODUCTIONS: 23,322
ANALOG REPRODUCTIONS: 10,599
TOTAL REPRODUCTIONS: 33,921

To The Honorable Walter Scott,

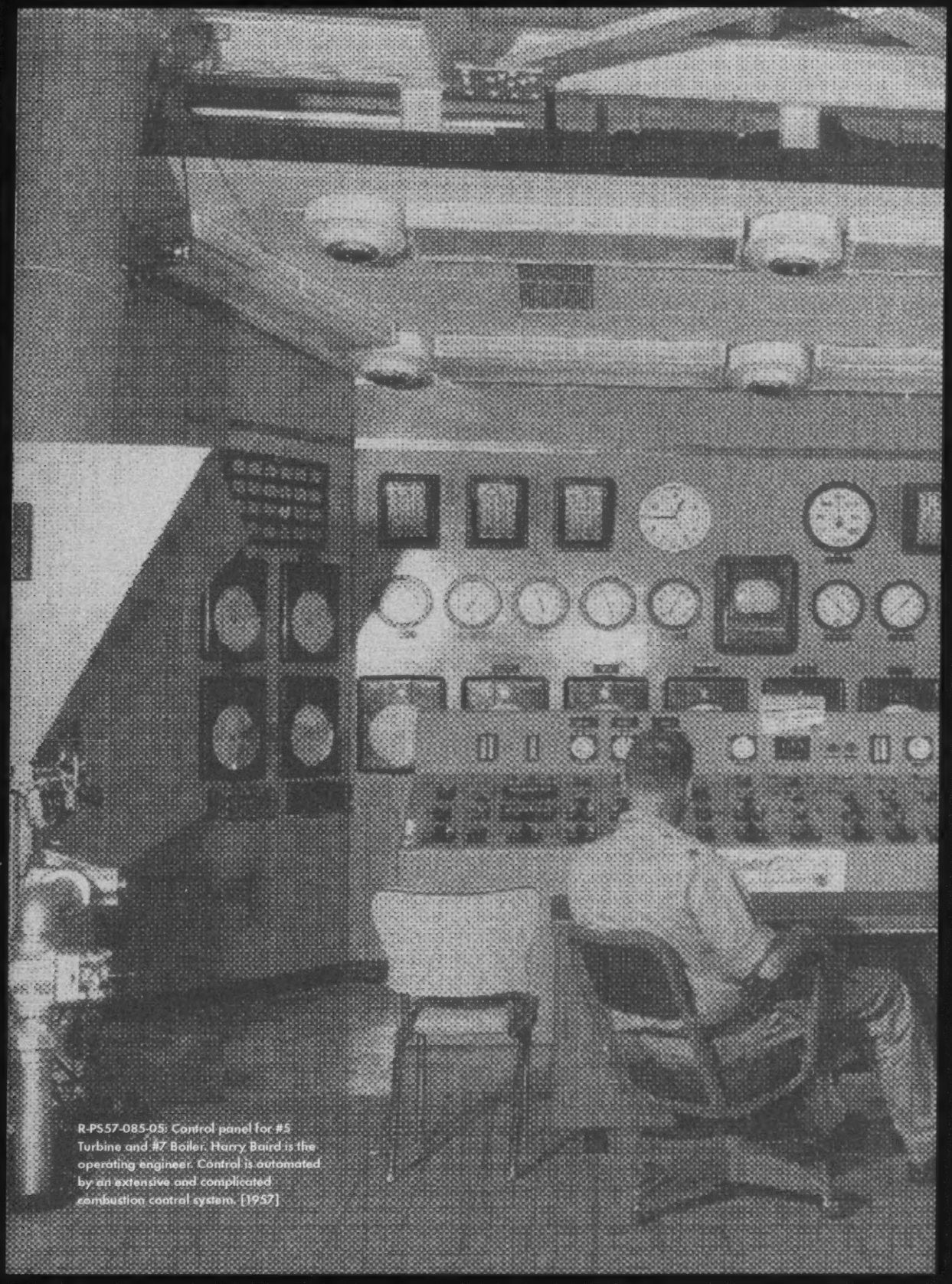
Premier of the Government of the Province of Saskatchewan:

The petition of the undersigned resident women of the Province of Saskatchewan humbly prayeth that your honorable house will enact, at the next session of the Legislature, an Act providing for the general extension of the Franchise to the Women of Saskatchewan on equal terms with men.

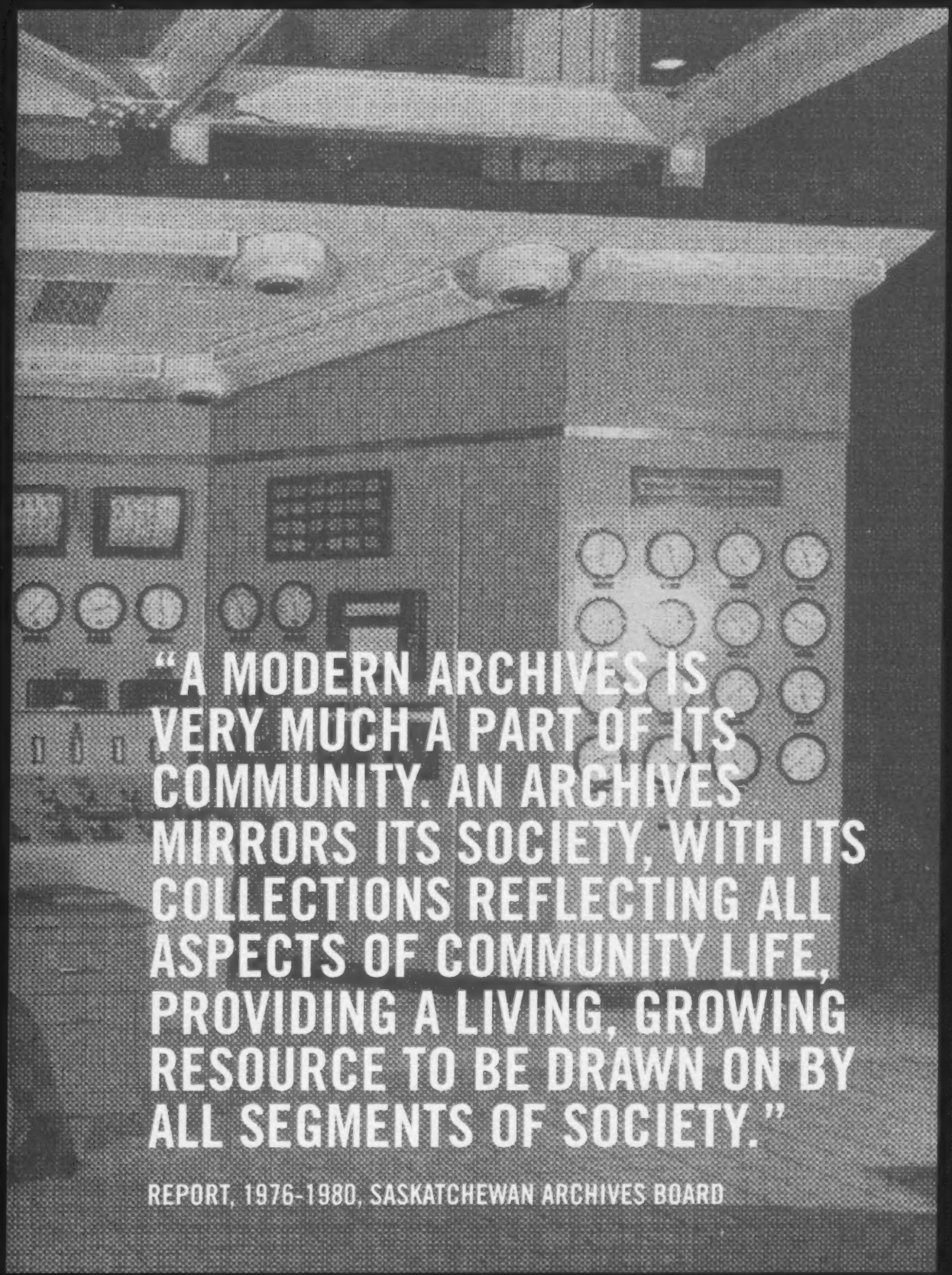
And your petitioners in duty bound will ever pray.

Dated at [illegible] this [illegible] day of [illegible] 1913

Name	Post Office	Province	Occupation
Mrs E. Kelly	Yorkton	Sask	Farmer's Wife
[illegible]	[illegible]	Sask	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]



R-PS57-085-05: Control panel for #5 Turbine and #7 Boiler. Harry Baird is the operating engineer. Control is automated by an extensive and complicated combustion control system. [1957]


"A MODERN ARCHIVES IS VERY MUCH A PART OF ITS COMMUNITY. AN ARCHIVES MIRRORS ITS SOCIETY, WITH ITS COLLECTIONS REFLECTING ALL ASPECTS OF COMMUNITY LIFE, PROVIDING A LIVING, GROWING RESOURCE TO BE DRAWN ON BY ALL SEGMENTS OF SOCIETY."
REPORT, 1976-1980, SASKATCHEWAN ARCHIVES BOARD

CORPORATE SERVICES UNIT

The Corporate Services Unit is responsible for financial management, human resources, information technology, facility and security management, internal records management and other administrative functions of the Saskatchewan Archives.

KEY ACCOMPLISHMENTS 2014–2015

- Facilitated establishment of a Board/Government committee to explore the future of the Saskatoon office with the University of Saskatchewan.
- Developed the publication, *Build Better Projects*, to increase government client awareness of the Saskatchewan Archives' professional services.
- Collaborated with the Reference Services Unit to implement an online credit card terminal system, improving service and reducing processing times.
- Continued to improve financial and budgeting processes, building efficiency while ensuring accountability.

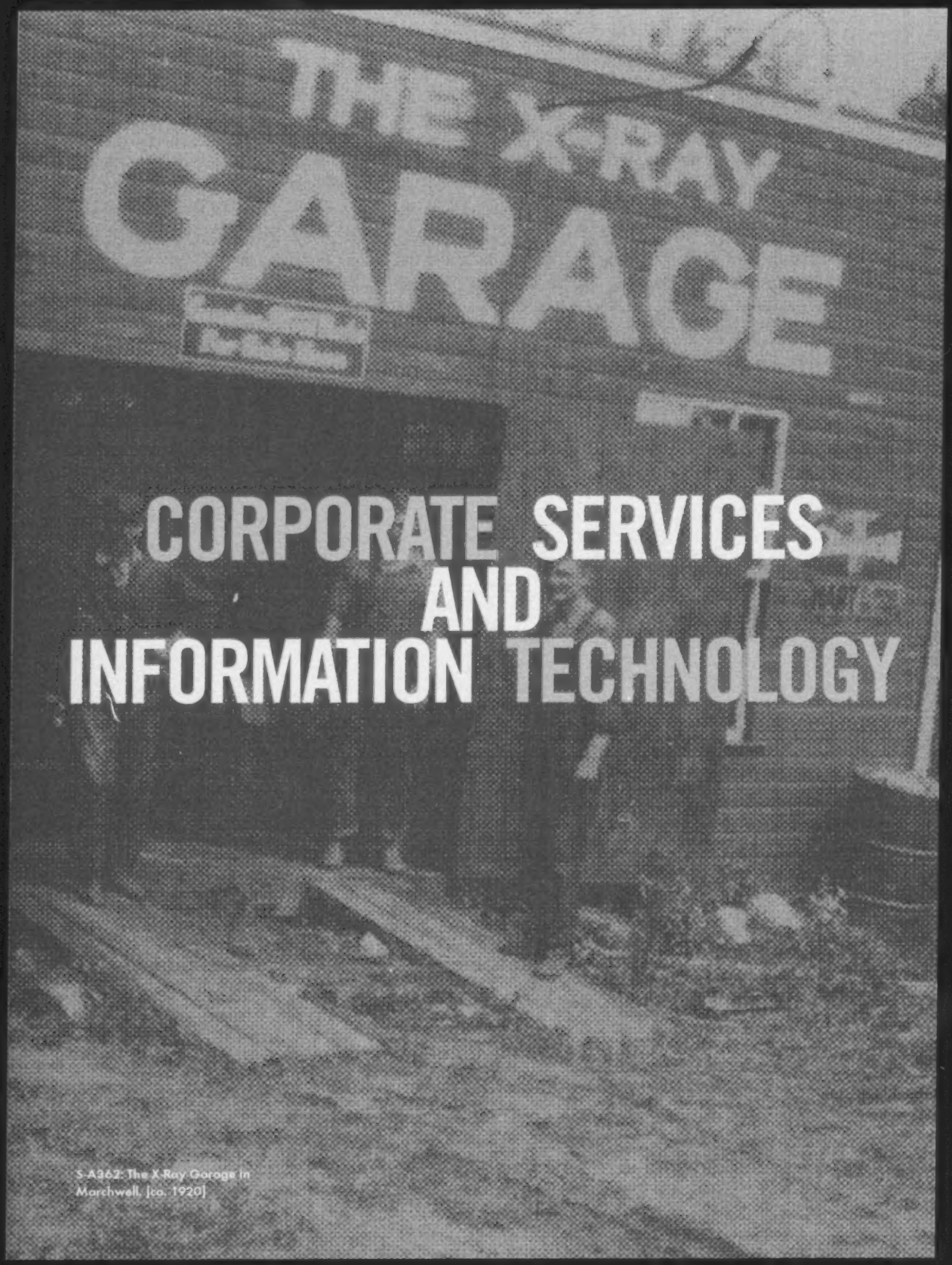
INFORMATION TECHNOLOGY UNIT

The Information Technology Unit supplies a full-range of IT services to support archival staff, including help desk, hardware and software, application development, IT security services, and database assistance. The Unit also develops institution-wide policies and standards related to IT infrastructure, support services and security.

The Unit is also responsible for providing expert advice and assistance in the acquisition and configuration of the hardware necessary for the permanent preservation of digital archival records and to ensure that the archival software functions within the IT infrastructure.

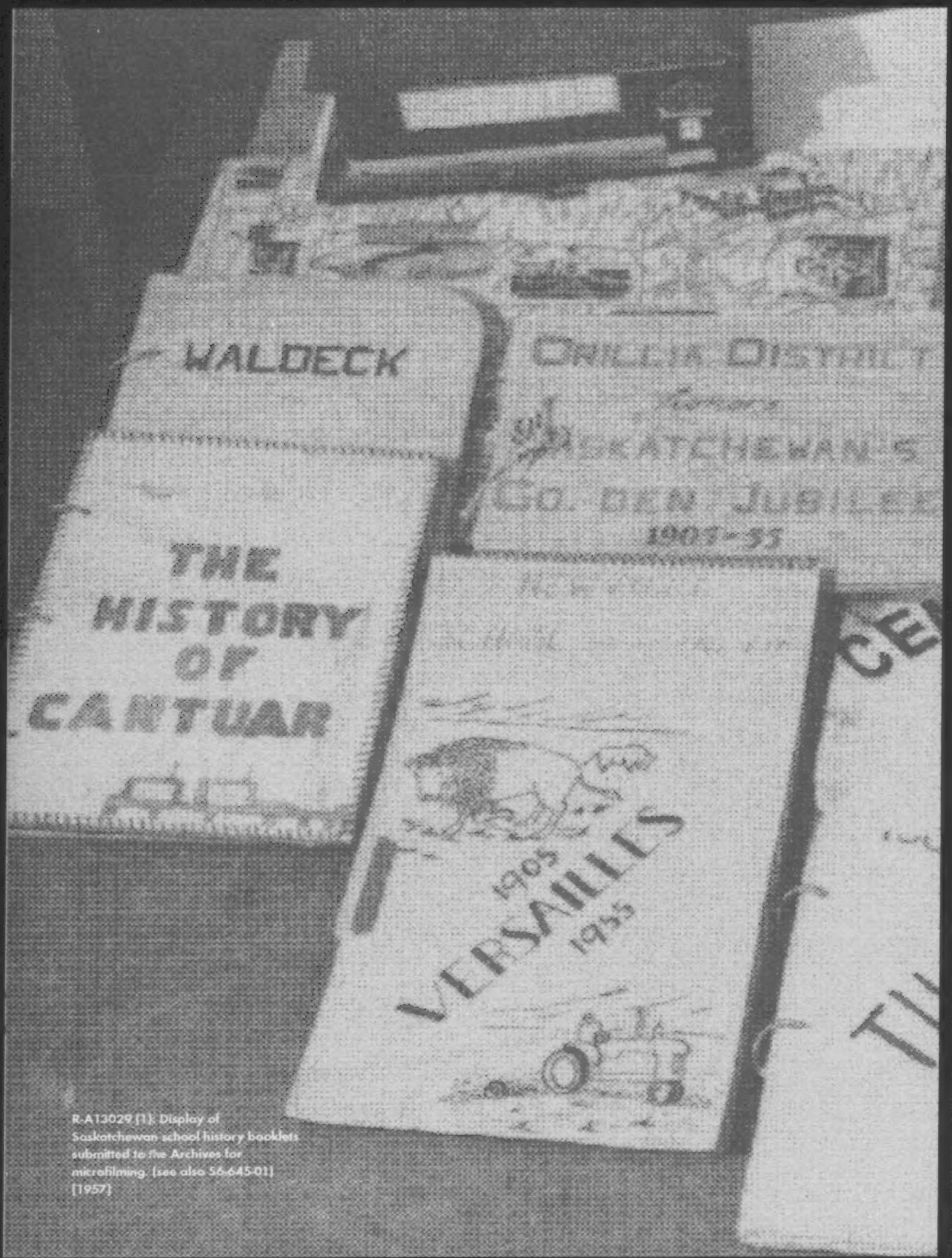
KEY ACCOMPLISHMENTS 2014–2015

- Identified a sustainable, cost-effective storage system that is expandable and easily integrated into the Archives' digital workflows for the long-term storage of digital archival records.
- Increased tape capacity to allow for the backup and deep storage of 90 terabytes of digital material, moving toward the goal of a tiered storage solution within an automated archival system.
- Reconfigured and updated server infrastructure for institutional operations.

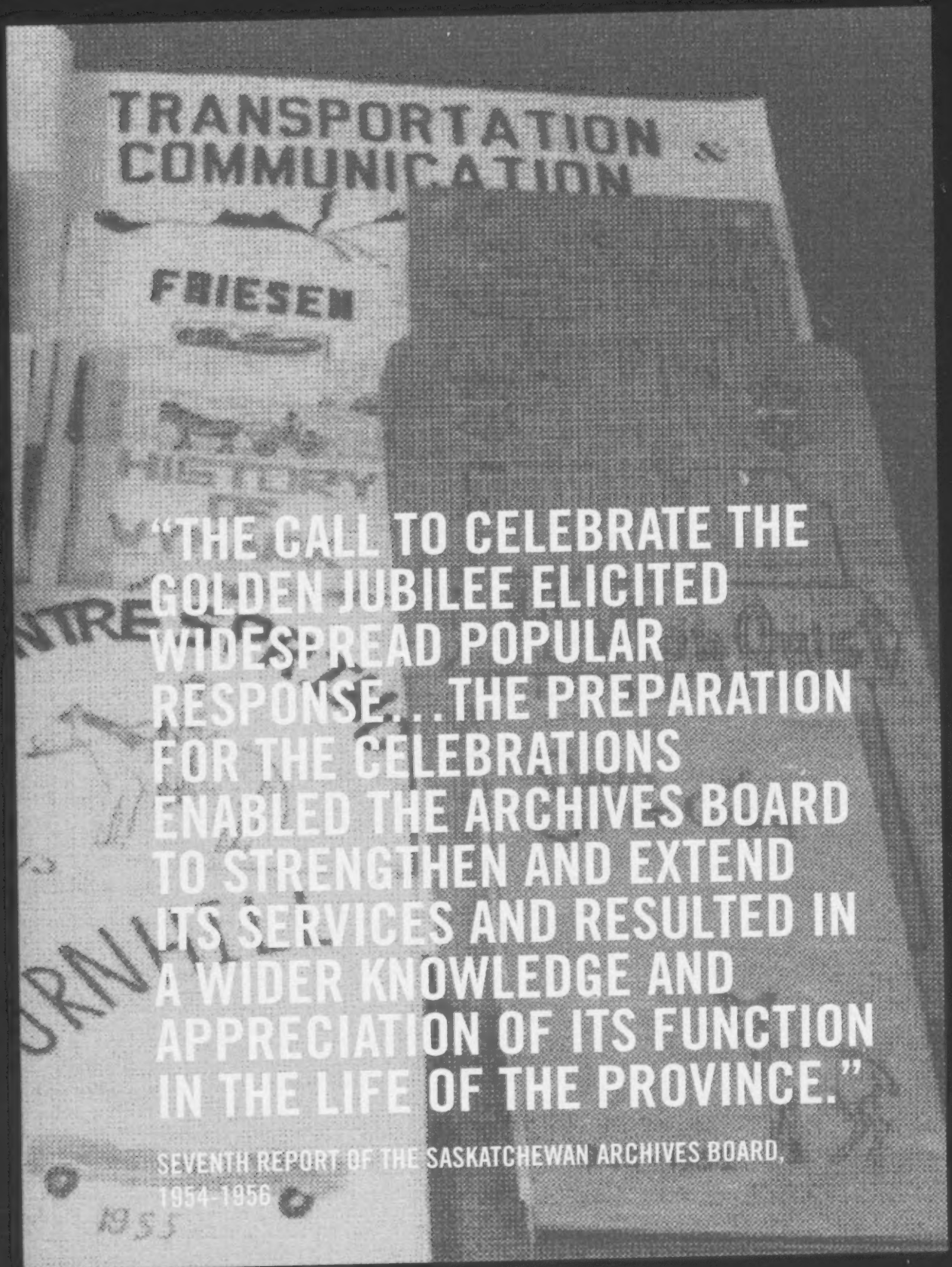


CORPORATE SERVICES AND INFORMATION TECHNOLOGY

S-A362: The X-Ray Garage in Marchwell, [ca. 1920]



R-A13029 (1): Display of Saskatchewan school history booklets submitted to the Archives for microfilming. (see also 56-645-01) [1957]



"THE CALL TO CELEBRATE THE GOLDEN JUBILEE ELICITED WIDESPREAD POPULAR RESPONSE...THE PREPARATION FOR THE CELEBRATIONS ENABLED THE ARCHIVES BOARD TO STRENGTHEN AND EXTEND ITS SERVICES AND RESULTED IN A WIDER KNOWLEDGE AND APPRECIATION OF ITS FUNCTION IN THE LIFE OF THE PROVINCE."

SEVENTH REPORT OF THE SASKATCHEWAN ARCHIVES BOARD, 1954-1956

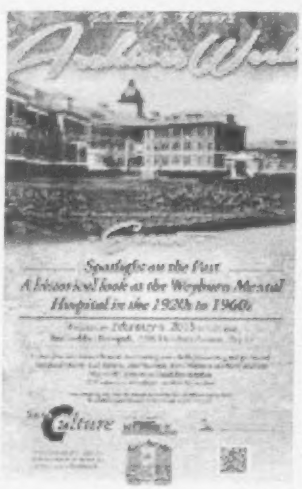
OUTREACH ACTIVITIES

From Heritage Fairs to world war commemorations to educational student presentations: outreach is a vital component of the Archives' work, with staff participating in a range of public activities each year.

KEY ACCOMPLISHMENTS 2014–2015

- Presented workshops to students and participated in judging at regional Saskatchewan Youth Heritage Fairs and the Provincial Showcase.
- Presented to the Saskatchewan Genealogical Society regarding the Friends of the Saskatchewan Archives group (FOSA).
- Exhibits and displays:
  - aviation display at the Canadian Aviation Historical Society's annual conference.
  - display about the Robert Grierson Combe Victoria Cross at the Queen City Exhibition.
  - video about the First World War, "From the Prairies to the Trenches–Saskatchewan and the First Months of World War One", screened to the public at the Legislative Building.
- On November 6, held a Remembrance Day event to commemorate the 100th anniversary of the beginning of the First World War. The event featured readings from diaries and letters of soldiers in the War, whose records are held in the Archives' Permanent Collection.
- The First World War event also saw the launch of the Saskatchewan Historic Newspapers Online Project, undertaken in partnership with Saskatchewan History Online.
- Provided images to the Provincial Capital Commission for the August 4th, 2014 ceremony to commemorate the start of the First World War.
- Tours and presentations for post-secondary classes in Journalism, History, Indigenous Education, as well as tours for secondary and elementary school students.

ARCHIVES WEEK 2015



Each February, the Saskatchewan Archives hosts public events as part of the provincial Archives Week. For the Regina event we selected readings from our archival collection about the Weyburn Mental Hospital. The event attracted a full-capacity crowd to Bushwakker Brew Pub and was heralded a huge success. Frank Korvemaker served as Master of Ceremonies for the evening, with readings presented by university graduate student Alex Deighton, documentary film maker Steve Wolfson, author Gail Bowen and actor/writer Jean Freeman.

In Saskatoon, the Archives participated with an exhibit at the Heritage Festival of Saskatoon, and in the Celebrity Reader Event with radio host John Gormley, Saskatoon Media Group's news director Vanese Ferguson, columnist James Romanow (Dr. Booze), municipal leader Donna Birkmaier and University of Saskatchewan Chancellor Blaine Favel.

FRIENDS OF THE SASKATCHEWAN ARCHIVES

The Saskatchewan Archives engages members of the public with interesting volunteer opportunities through its valued partnership with the Friends of the Saskatchewan Archives (FOSA) group. This organization is comprised of historically-minded individuals from across Canada who support the Archives through volunteer work, advocacy, promotional activities and social events. FOSA members did an exemplary job assisting and promoting the Archives' outreach events and working on ongoing archival projects.

To join, or to learn more about FOSA, visit: http://www.saskarchives.com/aboutarchives/friends-archives

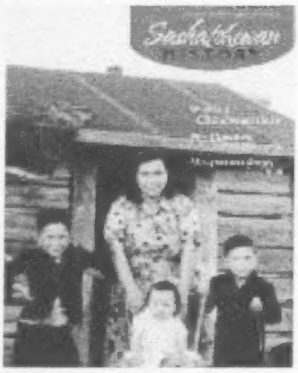
SASKATCHEWAN HISTORY MAGAZINE

Published by the Saskatchewan Archives since 1948, *Saskatchewan History* is a colourful and provocative publication focused on Saskatchewan's unique heritage. A vital part of our outreach efforts, the magazine publishes both popular and scholarly articles that showcase rare photographs, artwork, and unique perspectives on historical events and people, often using records from the Archives' own collection.

The Archives is proud of the interesting, attractive issues published during 2014-2015, thanks to our diverse contributing authors and the commitment and creativity of editor, Myrna Williams, and art director Andrew Kaytor of Kaleidoscope Productions. Staff of the Archives also plays an important role in the success of this publication.

Cover of the first issue of *Saskatchewan History* – Vol. 1, No. 1. Winter 1948

SPRING/SUMMER 2014



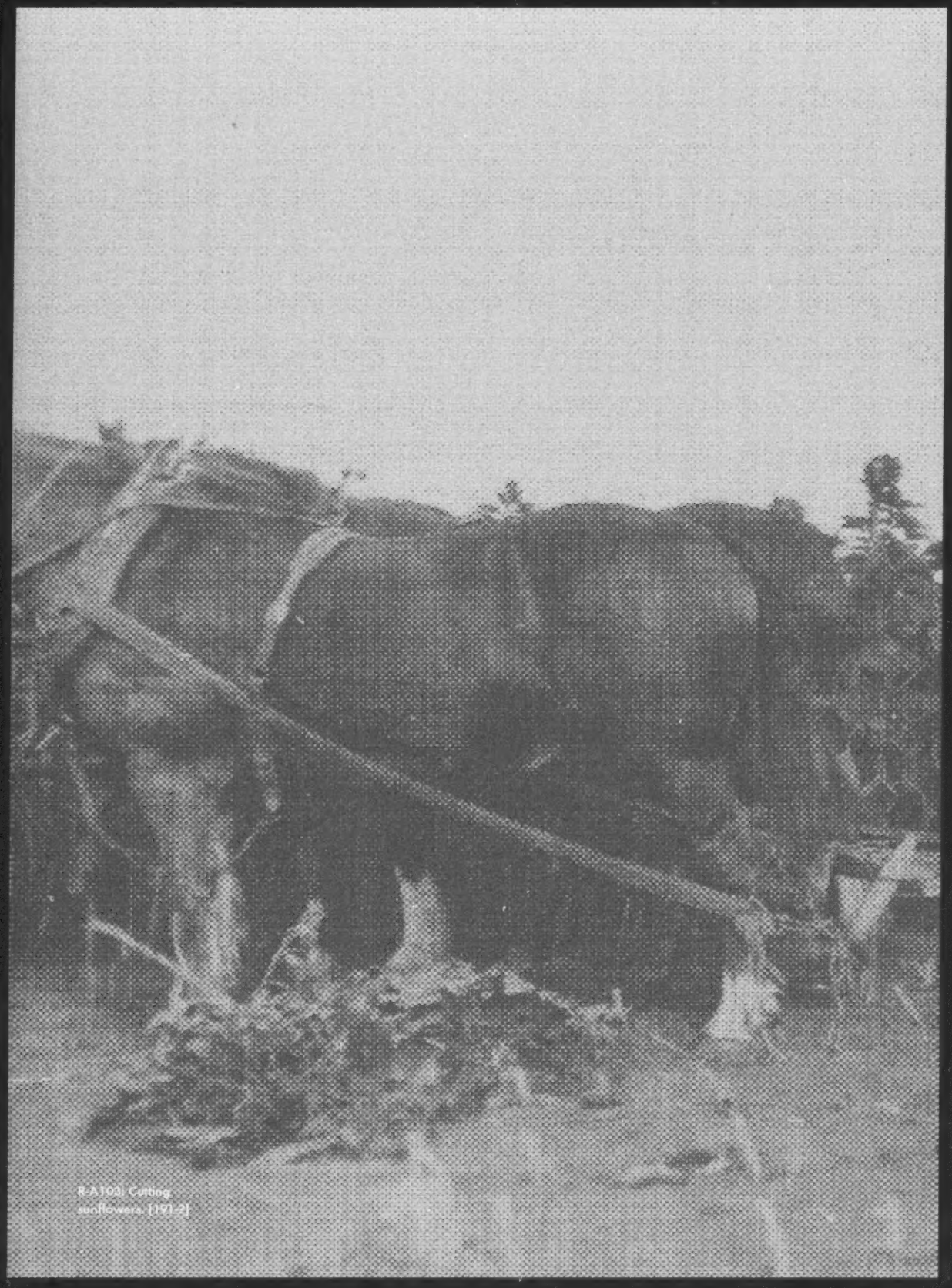
An eclectic Spring/Summer 2014 issue includes:

- "A paper chase: The Prentice G. Downes fonds" with contributions from Les Oystryk, Robert Cockburn, Hugh Stewart, Catherine Holmes and Myrna Williams
- "Unparalleled services: A tribute to Dr. C.S. Houston" by Cathy Wylie
- "'Great aid to the creation of intelligent citizenship:' The fight for library service in Weyburn, 1905-1930" by Kam W. Teo
- "'Deejay' Fred Wall and the Western Canada Tour, 1892-1895" by Brock Silversides

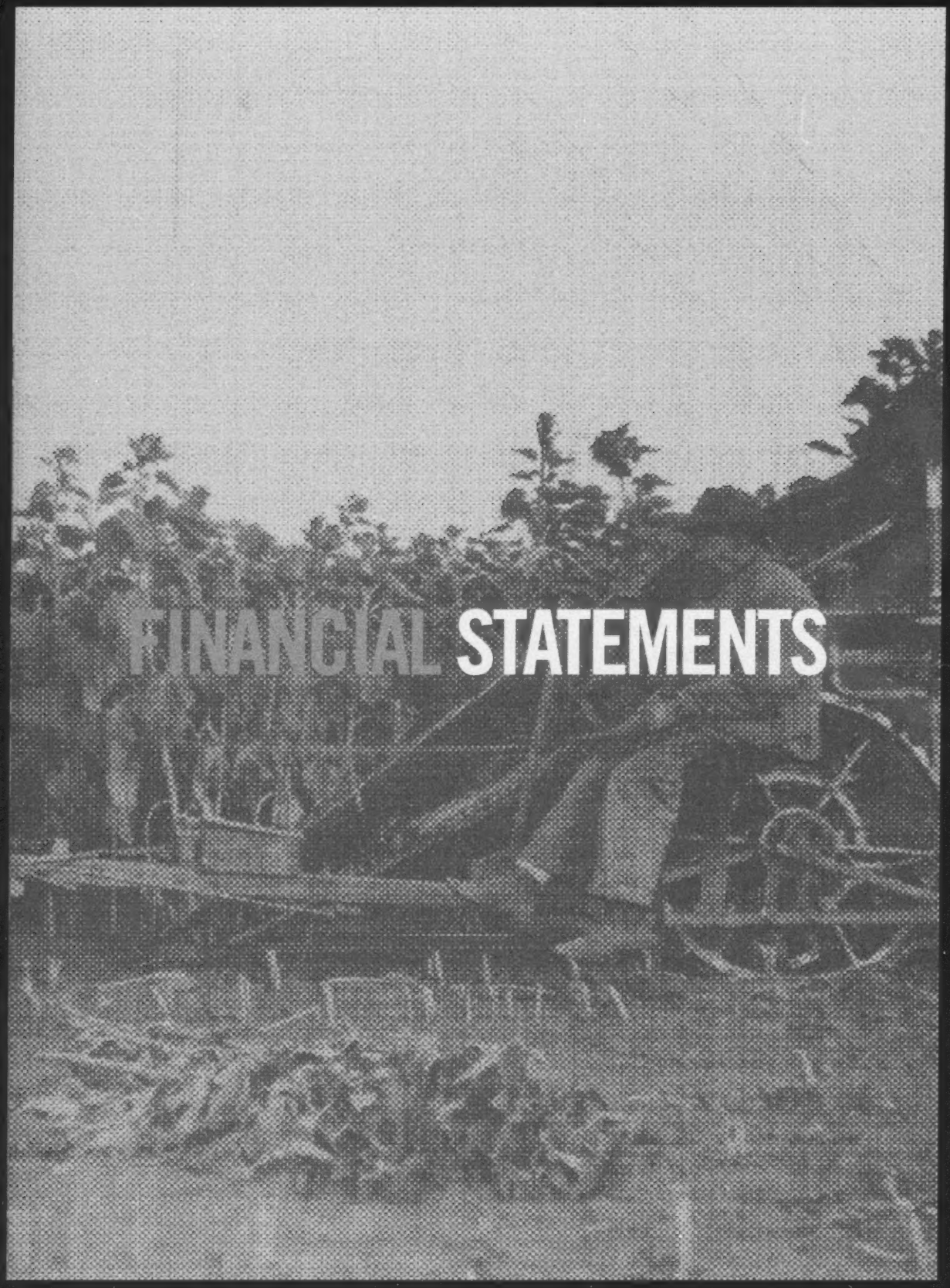
FALL/WINTER 2014 ISSUE

The Fall/Winter 2014 issue focused on the Great War, 1914-1918, and sold extremely well. Notable feature articles in this edition include:

- "'Terrible in the telling:' Excerpts from J.S. Wood's World War I log," by Ruth Millar
- "A prairie poet takes wing: Edna Jaques' rise," by Ken Mitchell
- "Oh, oh, oh it's a lovely war! One nurse's story," by Myrna Williams
- "The star-shaped scar. Wartime memories of Billy Hayes," by Peggy Hayes Looby
- "'My dear wife:' James Aitchison's letters to Elizabeth Aitchison, 1916," compiled by Verna Gallén and Nadine Charabin



R-A1021: Cutting sunflowers. [1912-]


FINANCIAL STATEMENTS

REPORT OF MANAGEMENT

The accompanying Financial Statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The Financial Statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

The Board of Directors carries out its responsibility for the Financial Statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears on the following page.

On behalf of management,

Linda B. McIntyre
Provincial Archivist

Darren Cranfield
Director, Corporate Services

AUDITOR'S REPORT

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Archives Board, which comprise the statement of financial position as at March 31, 2015, the statement of operations, the statement of remeasurement gains and losses, the statement of change in net financial assets, and the statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2015, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Judy Ferguson

Regina, Saskatchewan
June 29, 2015

Judy Ferguson, FCPA, FCA
Provincial Auditor

[illegible]
[illegible]
www.auditor.sk.ca

STATEMENT OF FINANCIAL POSITION

Statement 1

As at March 31

	2015	2014 Restated (Note 12)
Financial assets:		
Due from University of Saskatchewan (Note 3)	$ 869,877	$ 860,040
Due from General Revenue Fund (Note 4)	145,732	83,186
Investments (Note 2 and 5)	87,477	79,895
Accounts receivable	64,030	31,688
	1,167,116	1,054,809
Liabilities:		
Accounts payable and accrued liabilities	31,759	103,986
Deferred revenue	3,156	17,863
Accrued vacation pay	52,119	45,129
Accrued salaries & benefits	215,582	191,865
	302,616	358,843
Net financial assets (Statement 4)	864,500	695,966
Non-financial assets		
Tangible capital assets (Note 6)	200,848	268,259
Prepaid expenses	14,868	55,198
	215,716	323,457
Accumulated Surplus	$ 1,080,216	$ 1,019,423
Accumulated Surplus is comprised of:		
Accumulated surplus from operations	1,058,748	1,005,538
Accumulated remeasurement gains	21,468	13,885
Total Accumulated Surplus	$ 1,080,216	$ 1,019,423

(See accompanying notes to the financial statements)

STATEMENT OF OPERATIONS

Statement 2

For the year Ended March 31

	Budget 2015 (Note 11)	Actual 2015	Actual 2014 Restated (Note 12)
Revenue:			
Grants - General Revenue Fund	$ 4,401,000	$ 4,401,000	$ 4,398,000
Government of Canada	-	3,965	6,004
Other Grants	22,000	10,000	6,000
	4,423,000	4,414,965	4,410,004
Reference Services	45,000	28,343	36,117
Training Revenue	15,000	31,925	7,200
Saskatchewan History magazine sales	7,500	7,554	4,480
Investment income	4,000	3,112	2,741
Contract Revenue	35,509	65,230	42,346
Other Services	100,000	105,540	50,150
Miscellaneous	12,800	11,698	22,699
	4,642,809	4,668,367	4,575,737
Expense:			
Salaries and benefits	3,258,265	3,256,676	3,142,145
Accommodation	961,425	958,732	890,422
General Operating	380,142	324,087	377,285
Amortization of tangible capital assets	82,000	75,662	76,394
	4,681,832	4,615,157	4,486,246
Surplus for the year	$ (39,023)	53,210	89,491
Accumulated surplus from operations - beginning of year		1,005,538	916,047
Accumulated surplus from operations, end of year		$ 1,058,748	$ 1,005,538

(See accompanying notes to the financial statements)

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

Statement 3

For the Year Ended March 31

	2015	2014 Restated (Note 12)
Accumulated Remeasurement Gains, Beginning of Year	13,885	2,270
Unrealized gains attributable to:		
Investment in pooled funds	7,583	11,615
Accumulated Remeasurement Gains, End of Year	$ 21,468	$ 13,885

(See accompanying notes to the financial statements)

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

Statement 4

For the Year Ended March 31

	Budget 2015 (Note 11)	Actual 2015	Actual 2014 Restated (Note 12)
Surplus for the year	$ (39,023)	$ 53,210	$ 89,491
Acquisition of tangible capital assets	(39,000)	(8,251)	(59,842)
Amortization of tangible capital assets	82,000	75,662	76,394
	43,000	67,411	16,552
Changes in prepaid expense	-	40,330	(34,857)
Net remeasurement gains	-	7,583	11,615
Increase in net financial assets	3,977	168,534	82,801
Net financial assets, beginning of year	695,966	695,966	613,165
Net financial assets, end of year	$ 699,943	$ 864,500	$ 695,966

(See accompanying notes to the financial statements)

STATEMENT OF CASH FLOW

Statement 5

For the year ended March 31

	2015	2014 Restated (Note 12)
Operating transactions		
Surplus for the year	$ 53,210	$ 89,491
Items not affecting cash:		
Amortization of tangible capital assets	75,662	76,394
Change in non-cash balances relating to operations:		
Accounts receivable	(32,342)	(19,355)
Prepaid expenses	40,330	(34,857)
Accounts payable and accrued liabilities	(72,226)	11,308
Accrued vacation pay	6,990	7,771
Accrued salary and benefits	23,717	5,437
Deferred revenue	(14,707)	15,097
Cash provided by operating transactions	80,634	151,286
Capital transactions		
Acquisition of tangible capital assets	(8,251)	(59,842)
Cash used in capital transactions	(8,251)	(59,842)
Net increase in cash	72,383	91,444
Cash, beginning of year	943,226	851,782
Cash, end of year	$ 1,015,609	$ 943,226
Cash includes the following:		
Due from the University of Saskatchewan	869,877	860,040
Due from General Revenue Fund	145,732	83,186
	$ 1,015,609	$ 943,226

(See accompanying notes to the financial statements)

1. Authority

The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared in accordance with Canadian public sector accounting standards as recommended by CPA Canada. The following accounting policies are significant.

a) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is expensed.

b) Investments

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The pooled fund consists of investments in other pooled funds that hold Canadian equities, global equities, real estate, and bonds. Units in the pooled fund are valued at fair value using closing bid price. The market values of investments in foreign currencies are translated into Canadian dollars at the closing rate of exchange on March 31, 2015. The purchase and sales of investments, income and expenses are translated at the rate of exchange prevailing on the respective dates of such transactions. Income distributions from the pooled fund are recorded as investment income in the Statement of Operations. Unrealized gains and losses related to the change in fair value of units in the pooled fund are presented in the Statement of Remeasurement Gains and Losses.

c) Revenue

Revenues are recognized as they are earned and measurable.

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

d) Use of estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

e) Financial Instruments

The Board's financial instruments include Due from University of Saskatchewan, Due from General Revenue Fund, receivables, accounts payable, accrued liabilities, deferred revenue, accrued salaries and benefits, and accrued vacation pay. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity.

3. Due from University of Saskatchewan

The University of Saskatchewan administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. Due from General Revenue Fund

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund (GRF) did not pay interest on the Board's bank account. Monies were transferred monthly from the GRF to the Board's bank account held at the University of Saskatchewan. Saskatchewan Archives Board is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993*.

5. Evelyn Eager Estate

In July 1992, the Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets for fiscal year 2014-15

	2014-15				2013-14
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	$620,873	$675,159	$59,644	$1,355,676	$1,295,834
Additions during the year	$2,268	$5,983	$0	$8,251	$59,842
Disposals during the year	$0	$0	$0	$0	$0
Closing cost	$623,141	$681,142	$59,644	$1,363,927	$1,355,676
Opening accumulated amortization	$483,691	$562,934	$40,792	$1,087,417	$1,011,023
Annual amortization cost	$21,067	$43,546	$11,049	$75,662	$76,394
Amortization related to disposals	$0	$0	$0	$0	$0
Closing accumulated amortization	$504,758	$606,480	$51,841	$1,163,079	$1,087,417
Net book value of tangible capital assets	$118,383	$74,662	$7,803	$200,848	$268,259

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in revenue is related party transactions of $164,944 (2014 - $76,893) of which $64,021 (2014 - $17,276) was outstanding at March 31, 2015. Included in expense is related party transactions of $1,583,476 (2014 - $1,566,640) of which $175,566 (2014 - $148,366) was payable at March 31, 2015.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $203,660 (2014 - $193,796).

9. Investments

Investments are comprised of units in the Long-term Investment Pooled Fund, which is a pooled fund held by the University of Saskatchewan (University). The pooled fund consists of investments in other pooled funds that hold Canadian equities, global equities, real estate, and fixed income. The University's pooled fund consists of 17% Canadian equities (2014 - 21%), 42% global equities (2014 - 43%), 5% real estate (2014 - 6%), and 36% fixed income (2014 - 30%).

For the year ended March 31, 2015, the Long-term Investment Pooled Fund distributed $3,112 (2014 - $2,741) of investment income to the Board. For the year ended March 31, 2015, the Board investment in the Long-term Investment Pooled Fund has an unrealized gain of $7,583 (2014 - $11,615).

9. Investments (cont)

Fair Value

Fair-valued financial instrument holdings are classified using a hierarchy that reflects the significance of the inputs used in determining their measurements. Under the classification structure, financial instruments recorded at unadjusted quoted prices in active markets for identical assets and liabilities are classified as Level 1. Instruments valued using inputs other than quoted prices included in Level 1 that are observable for the asset or liability either directly or indirectly are classified as Level 2. Instruments valued using inputs that are not based on observable market data are classified as Level 3.

All investments are classified as Level 2. There were no items transferred between levels during 2015 or 2014.

10. Risk Management

Through its financial assets and liabilities, the Board is exposed to various risks. The Board is also exposed to risk through its investments. As the Board's investments are within a pooled fund held by the University of Saskatchewan, the University manages these financial risks. The University has an Investment Policy, which provides guidelines to the investment manager for the asset mix of the portfolio regarding quality and quantity of fixed income and equity investments. The asset mix helps to reduce the impact of market value fluctuations by requiring investments in different asset classes and in domestic and foreign markets.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge their responsibilities with respect to the financial instrument, and in so doing, cause a loss for the other party. For the Board, there is credit risk with respect to the potential non-payment of accounts receivable.

The Board is exposed to minimal credit risk as these receivables are from other government agencies and were collected shortly after year end.

Interest Rate Risk

Interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate due to changes in market interest rates. Interest receivable is subject to interest rate risk.

Interest income is a small portion of the Board's total revenue and increases or decreases in interest rates would not be expected to significantly impact the Board's operations.

Liquidity Risk

Liquidity risk is the risk that the Board will encounter difficulty in meeting financial obligations as they fall due. Cash resources are managed on a daily basis based on anticipated cash flows. Accounts payable and accrued liabilities, deferred revenue, accrued vacation pay, and accrued salary and benefits are due within one year.

11. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

12. Prior Period Adjustment

Prior year amounts have been restated to record unrealized gain on investment through the Statement of Remeasurement Gains and Losses. The impacts of the restatement are as follows:

Impact on Statement 1 - Statement of Financial Position

As at March 31, 2014	Restated March 31, 2013 Per Below	Prior Period Adjustment	As Restated
Accumulated surplus from operations	$ 916,047	$ 89,491	$ 1,005,538
Accumulated remeasurement gains	2,270	11,615	13,885

As at March 31, 2013	As Previously Reported	Prior Period Adjustment	As Restated
Accumulated surplus from operations	$ -	$ 916,047	$ 916,047
Accumulated remeasurement gains	-	2,270	2,270

Impact on Statement 2 - Statement of Operations

As at March 31, 2014	As Previously Reported	Prior Period Adjustment	As Restated
Investment income	$ 14,356	$ (11,615)	$ 2,741
Surplus for the year	101,106	(11,615)	89,491
Accumulated surplus from operations, end of year	1,019,423	(13,885)	1,005,538

As at March 31, 2013	As Previously Reported	Prior Period Adjustment	As Restated
Investment income	$ 4,673	$ (2,270)	$ 2,403
Surplus for the year	73,838	(2,270)	71,568
Accumulated surplus from operations, end of year	918,317	(2,270)	916,047

Impact on Statement 4 - Statement of Change in Net Financial Assets

As at March 31, 2014	As Previously Reported	Prior Period Adjustment	As Restated
Surplus for the year	$ 101,106	$ (11,615)	$ 89,491
Net remeasurement gains	-	11,615	11,615

As at March 31, 2013	As Previously Reported	Prior Period Adjustment	As Restated
Surplus for the year	$ 73,838	$ (2,270)	$ 71,568
Net remeasurement gains	-	2,270	2,270

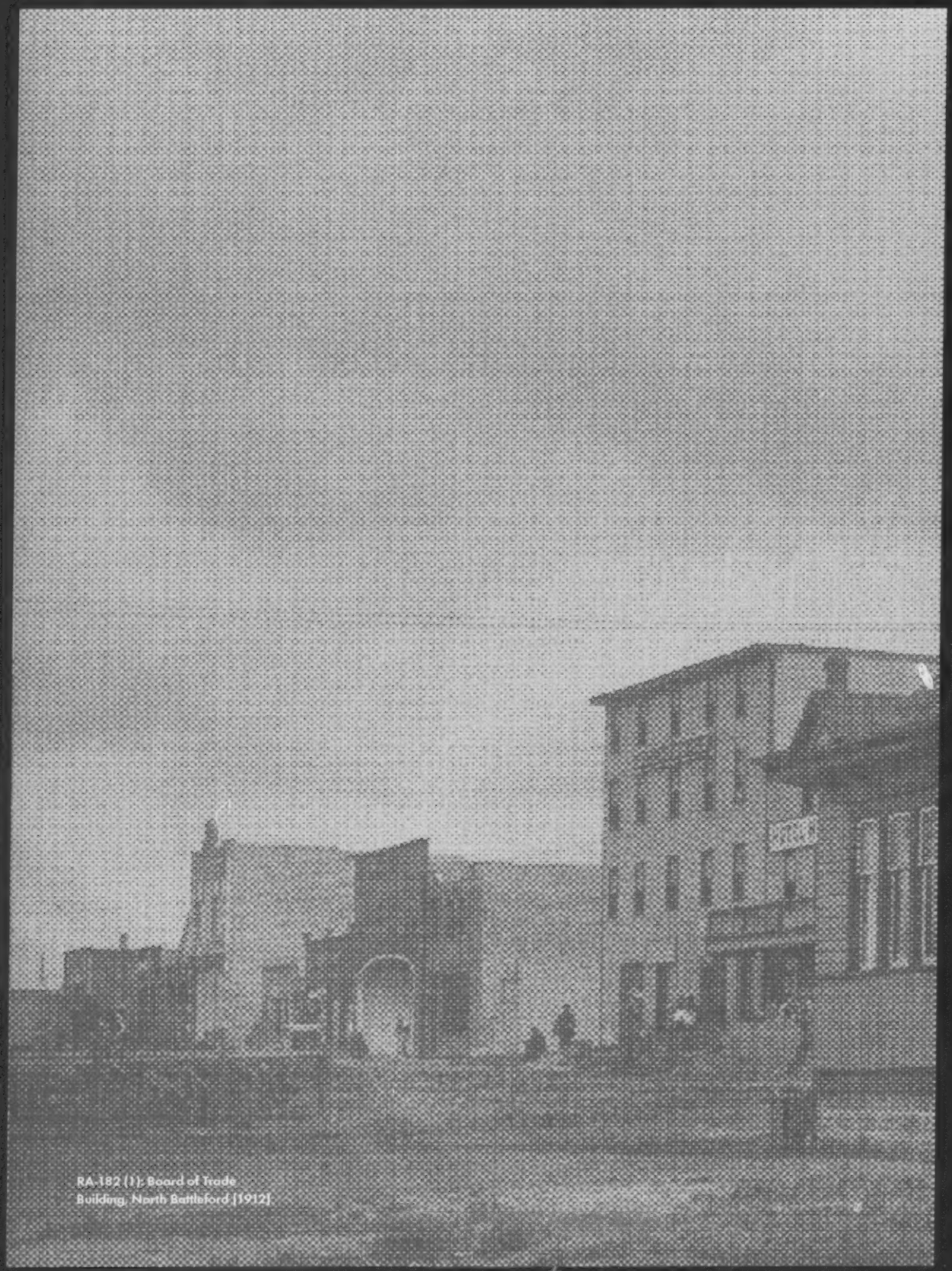
Impact on Statement 5 - Statement of Cash Flow

As at March 31, 2014	As Previously Reported	Prior Period Adjustment	As Restated
Surplus for the year	$ 101,106	$ (11,615)	$ 89,491
Unrealized (gain) on investments	(11,615)	11,615	-

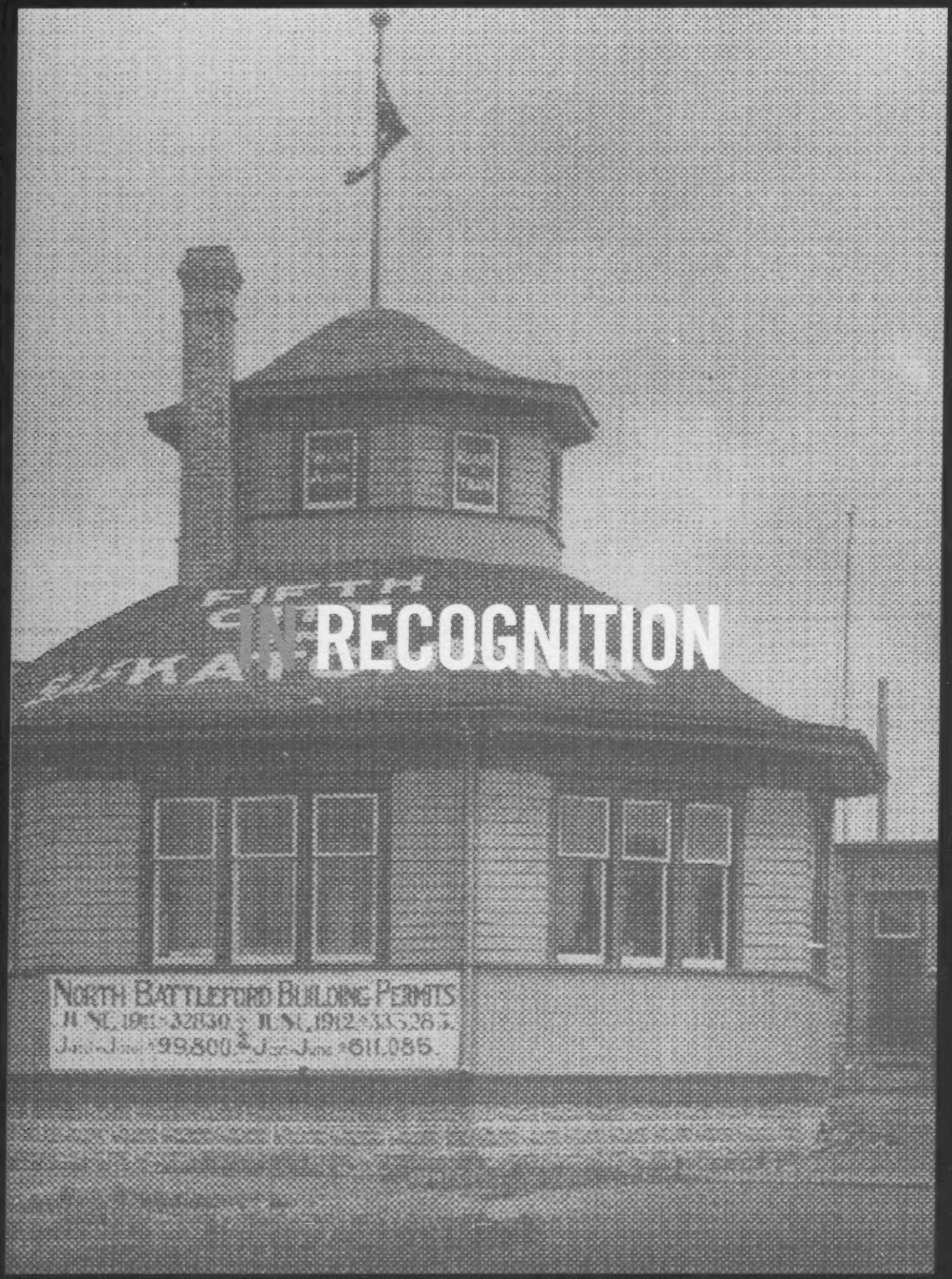
As at March 31, 2013	As Previously Reported	Prior Period Adjustment	As Restated
Surplus for the year	$ 73,838	$ (2,270)	$ 71,568
Unrealized (gain) on investments	(2,270)	2,270	-

13. Comparative Figures

Certain balances have been reclassified to conform to the current year's presentation.



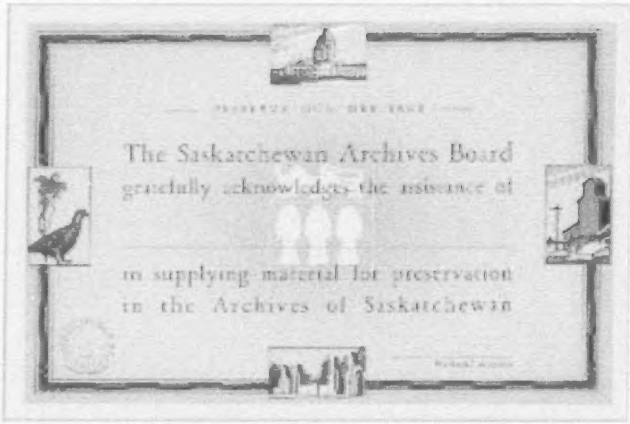
RA-182 (1): Board of Trade Building, North Battleford [1912]



IN RECOGNITION

A THANK YOU TO DONORS

To commemorate our long and evolving history, the Saskatchewan Archives is issuing this certificate to donors of historical records throughout 2015 to honour our 70th anniversary. The certificate is a replica of a coloured lithograph certificate distributed by the Archives in the 1950s to donors, pioneer questionnaire respondents and schoolchildren as part of Saskatchewan's Golden Jubilee celebrations. The original certificate was designed for the Archives by Saskatchewan commercial artist A.W. Davey of the Bureau of Publications, whose work was used to promote the Province for decades.


The Saskatchewan Archives Board
gratefully acknowledges the assistance of
in supplying material for preservation
in the Archives of Saskatchewan

"Materials, particularly reminiscences, are offered tentatively by donors, hesitant about their place in provincial history. Many such personal stories provide special insights into the human dimension of the broad trends of Saskatchewan's development. These and the many family letters, diaries and other personal records placed in the archives are essential parts of the mosaic of our past."

Report, 1976-1980, Saskatchewan Archives Board

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1945 TO 2015

Unique to other provincial archives across Canada, Saskatchewan Archives operates at arms-length from government, allowing it to exercise independent initiative, judgment and service in carrying out its mandate under the guidance of an appointed Board of Directors.

The Archives and its staff thank all Board members, past and present, for their many contributions to the Saskatchewan Archives over the past 70 years.

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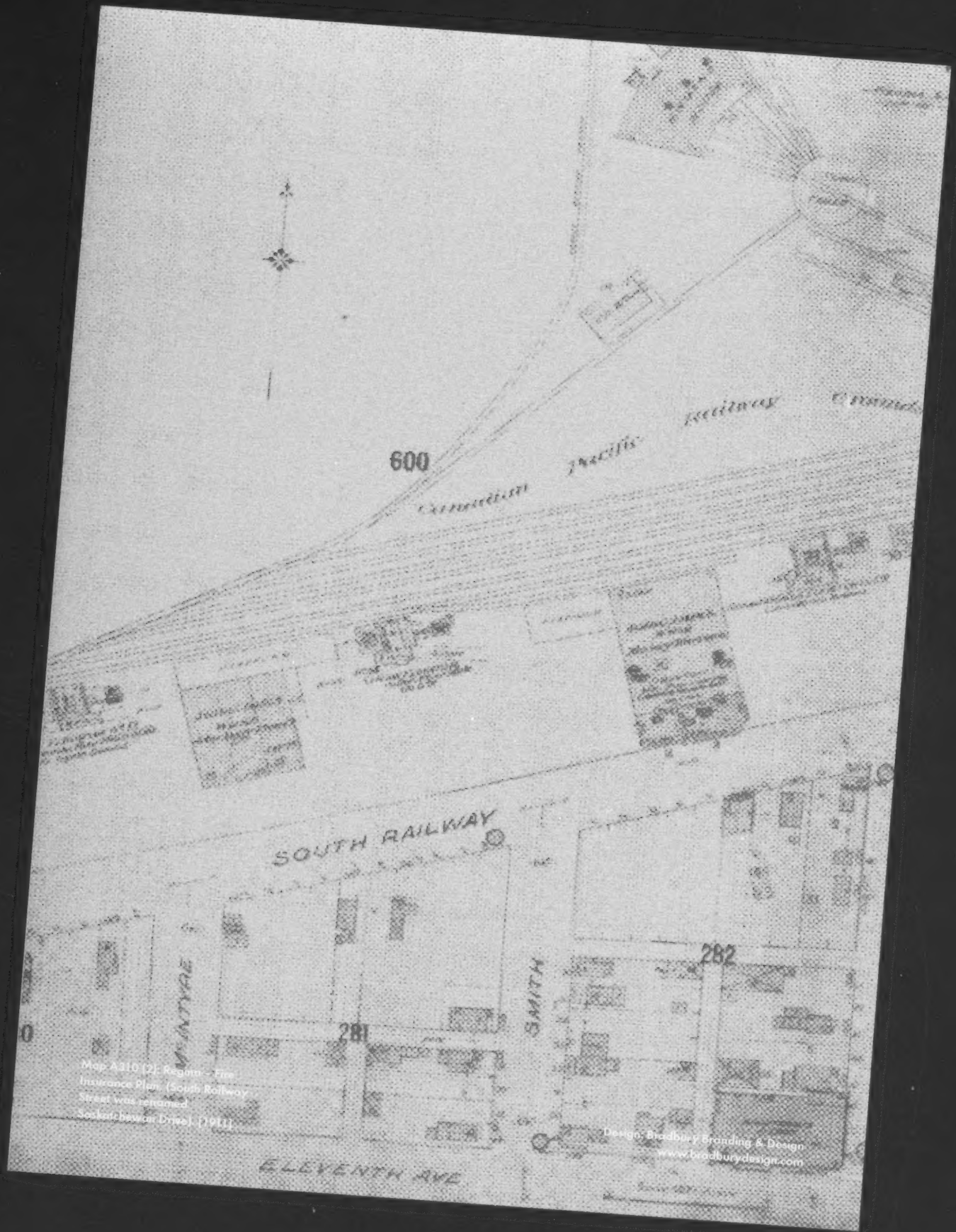
- **Dr. Bernard Zagorin**, Member and Chair

IN PARTNERSHIP

The Archives is proud of the many partnerships with people and organizations who, through their time, resources, business expertise or contributions of documentary heritage, are vital to our work. Future generations of people who access records in our Permanent Collection will recognize the important achievements and the enduring historical value preserved through stories, records and memory.

Sincere gratitude goes to:

- The 80 private donors who contributed to the growth of the Permanent Collection
- Canadian Council of Archives
- Department of Canadian Heritage - Government of Canada
- Friends of the Saskatchewan Archives
- Genealogical Society of Utah (FamilySearch)
- Heritage Saskatchewan
- Institut français – University of Regina
- Legislative Assembly Service
- Library and Archives Canada
- Ministry of Parks, Culture and Sport
- Prairie Spirit School Division
- Provincial Capital Commission
- Provincial Military Liaison
- Public Service Commission
- Royal Saskatchewan Museum
- Saskatchewan Conference, United Church of Canada
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Digital Alliance
- Saskatchewan History Online
- Saskatchewan War Memorial Committee
- Saskatchewan Weekly Newspapers Association
- University of Regina
- University of Saskatchewan



Map A310 (2): Region - Fire Insurance Plan (South Railway Street was renamed Saskatchewan Drive). [1911]

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